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AGREEMENT

BETWEEN

South Range Local Board of Education

AND

South Range Education Association

July 1, 2025 – June 30, 2027

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ARTICLE I

RECOGNITION

1.01 The South Range School Board recognizes the South Range Education Association, affiliated with the Ohio Education Association and the National Education Association, as the sole and exclusive bargaining agent for the members of the bargaining unit. Sole and exclusive recognition means that the Board will not bargain with any other organization, or any individual, in a manner or for a purpose inconsistent with the terms of this contract. Individual contracts of employment with members of the bargaining unit shall in all respects be consistent with this Contract which shall be deemed incorporated in such individual contracts.

1.02 Bargaining Unit Defined

1.021 Inclusions

As used in this Agreement, "Professional Certified or Licensed Employee" and “Employee Unit” shall include all professional certified or licensed teaching personnel, hereinafter called teachers, employed by the Board exclusive of substitute teachers employed less than sixty (60) days in a specific position in the same school year, the Superintendent of Schools, and administrators. Hourly paid tutors also are included in the bargaining unit defined above. The only rights provided and provisions governing tutors are listed in Article 6.10.

1.022 Exclusions

Employees excluded from the Employee Unit shall include any employee who has the authority to recommend the hiring, discharge, or the discipline of a member of the Employee Unit of the authority to evaluate the professional performance of those employees during the school day, or the authority to recommend resolutions to grievances. The unit shall not include substitutes employed less than sixty (60) days in a specific position in the same school year.

ARTICLE II

NEGOTIATIONS PROCEDURE

2.01 Submission of Issues

A written request of meetings will be submitted by the negotiating team of the recognized Teacher's Association to the Superintendent or by the Superintendent to the President of the recognized teacher's organization during the month of

March. The subject matter to be considered will be specified in writing. Other items may be added to the list by mutual agreement.

2.02 Meetings

Meetings between the negotiating teams will be scheduled for a mutually satisfactory time (within 15 days after the date of the request for a meeting, unless a mutually satisfactory later date is agreed upon).

2.021 Relevant data and supporting information, proposals and counter proposals will be presented and discussed in good faith. "Good Faith" involves coming to the negotiating table with the intention of negotiating. "Good Faith" requires that the Association and the Board will be willing to react to each other's proposals. If a proposal is unacceptable to one of the parties, the party is obligated to give its reasons and to offer counter proposals on all mandatory subjects of bargaining and such permissive subjects of bargaining that the parties have mutually agreed to bargain. "Good Faith" requires both parties to recognize negotiations as a shared process. Neither side is sent to the bargaining table with a "take it or leave it" ultimatum. "Good Faith" does not require either party to agree to a proposal or make a concession.

2.022 During the period of consideration, interim reports of progress may be made to the recognized teacher's organization by the President of the Association and to the Board by the Superintendent.

2.023 Until all negotiation meetings are completed, each meeting shall include a decision on an agreed time and place for the subsequent meeting unless mutually agreed otherwise.

2.024 Negotiation meetings shall be in closed session. Open sessions shall be by mutual agreement.

2.03 Negotiating Teams

The Board and the Association shall be represented at all meetings by a team of negotiators not exceeding five members each. All negotiations shall be conducted exclusively between said teams. In addition to said teams, each party shall be authorized to admit two consultants to each meeting. Such persons shall be without the right to speak or to otherwise comment to either party unless requested to do so by the negotiating team they support. Either team may call for a caucus at any time. A caucus shall not be longer than thirty (30) minutes unless an extension is mutually agreeable to both teams.

2.04 Agreement

When agreement is reached on the items being negotiated, a final copy shall be submitted to the Association for ratification and then to the Board at the next regular or special Board meeting. The final written copy will contain the following:

2.041 Terms of the provisions. (Example: windows or limited provisions.)

2.042 Effective date of the contract as well as the effective date of any provisions which may not extend throughout the whole duration of the contract.

2.05 Impasse

The parties pledge themselves to negotiate in good faith and if either party determines that the differences of position are so serious that further negotiations seem impossible of producing a satisfactory agreement, or at the termination of a sixty (60) day period after the commencement of negotiations, unless mutually agreed to otherwise, either party may declare impasse. However, no item that has been tentatively agreed to shall be the subject of impasse.

2.051 Mediation

In the event that agreement is not reached in sixty (60) days on a matter or matters being negotiated, either party may request that the Federal Mediation and Conciliation Service provide a mediator to facilitate bargaining. Mediation shall last for up to thirty (30) days after the mediator begins that process. Unless final agreement is reached, said mediator shall at the end of the thirty (30) days assume the role of Factfinder. The Factfinder shall have the authority to hold such meetings as he/she deems appropriate and shall submit his/her decision on all the issues under mediation to the parties within a three week period. Either party may reject the Factfinder's decision within a seven (7) day period from its receipt of the decision. If either party rejects the Factfinder's decision in whole or in part, both parties must return to negotiations within two weeks. It is agreed that the procedures set forth in this Section constitute a mutually agreed dispute settlement procedure which supersedes the procedures contained in ORC 4117.14.

2.052 Cost of Mediation

The cost of mediation, if any, shall be shared equally by the Board and the Association.

2.06 Alternative Negotiations

By mutual agreement of the parties, an alternative method of negotiations may be selected.

ARTICLE III

GRIEVANCE PROCEDURE

3.01 Definitions

3.011 A grievance is a claim by a teacher, a group of teachers, or the Association (hereinafter called the grievant) that there has been a violation, misinterpretation, or misapplication of any provision of this Contract. Only provisions of this Contract are grievable.

3.012 The term "days" as used herein shall mean days in which school is in session.

3.02 Purpose

3.021 The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances which may from time to time arise.

3.022 Failure at any step of this procedure to communicate the decision in writing on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.

3.03 Grievance Form

Written grievances as required herein shall contain the following:

3.031 It shall be signed by the grievant, or grievants, and/or the Association President or his/her designee.

3.032 It shall be specific.

3.033 It shall include a statement of grievance.

3.034 It shall contain a synopsis of the facts giving rise to the alleged violation or misapplication or misinterpretation.

3.035 It shall contain the date of the alleged violation.

3.036 It shall specify the relief requested.

3.04 Time Limits

3.041 The time limits provided in this Article shall be strictly adhered to but may be extended by written agreement.

3.042 In the event a grievance is filed after May 15th of any year and strict adherence to the time limits may result in hardship to any party, the Board shall use its best efforts to process such grievance prior to the end of the school year or as soon thereafter as possible.

3.043 In the administration of the Grievance Procedure, the interests of the teachers shall be the sole responsibility of the Association.

3.044 If, in the judgment of the Association, a grievance affects a group or class of teachers, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall commence at Step III of the formal grievance procedure.

3.05 Step I

3.051 In the event that a teacher believes that there is a basis for a grievance, he/she shall discuss (either personally or accompanied by his/her Association representative or its designee) the alleged grievance with his/her immediate supervisor or the administrator directly involved.

3.052 If, subsequent to the informal discussion with the immediate supervisor, it is the opinion of the Association or grievant that a grievance still exists, the grievant may invoke the following formal grievance on the forms set forth in the Appendix (Forms A, B, and C) and available from the Association representative in each building.

3.053 If a grievance in writing signed by both the grievant and the Association representative or its designee does not reach the Building Principal or his/her designee within ten (10) days after the oral discussion, the grievance shall be considered as waived.

3.054 Within two (2) school days after the informal grievance procedure with the principal or administrator involved, the grievant and his/her Association representative or designee shall request a dated notification signed by all parties, stating the topic discussed if the grievant feels the topic might become formalized as a grievance.

3.06 Step II

3.061 To continue the grievance the grievant must submit to his/her immediate supervisor a completed Grievance Report Form A in triplicate within thirty (30) school days after the two (2) school day period stated in Article 3.054.

3.062 The three copies shall be submitted as follows: one to the Association, one to the immediate supervisor or the administrator directly involved, and one to the Superintendent.

3.063 Within five (5) days of receipt of Grievance Report Form A, the immediate supervisor shall indicate his/her disposition of the grievance by completing the Grievance Report Form A.

3.064 The grievant, the Association, and the Superintendent shall receive a completed copy of Grievance Report Form A as written by the immediate supervisor.

3.07 Step III

3.071 If the grievant or the Association is not satisfied with the disposition of the grievance as made by the immediate supervisor, or if no such disposition has been made within the required time limit, the grievant and/or the Association representative or its designee shall submit a completed Grievance Report Form B to the Superintendent.

3.072 Within ten (10) days the Superintendent or his/her designee shall meet with the grievant and the Association representative or designee in an effort to resolve the grievance.

3.073 Within five (5) days of the meeting the Superintendent shall indicate in writing his/her disposition by completing Grievance Report Form Band forwarding it to the grievant and the Association President.

3.074 A copy will be forwarded to the Association representative and the immediate supervisor.

3.08 Step IV

If the grievant is not satisfied with the disposition of the grievance at Step III or if no decision has been rendered within the specified time, the grievant may appeal in writing to the Board. Such appeal shall indicate whether the grievant desires a hearing and the right to be represented at such hearing by legal counsel or by a representative of the Association. The Board shall hear the appeal in executive session no later than at its next regularly scheduled meeting and shall render a decision on the appealed grievance within ten (10) days. The decision and the reasons for the decision shall be reduced to writing and copies sent to the teacher, the Association, the Building Principal, and the Superintendent.

3.09 Step V

3.091 If the grievant and/or the Association are not satisfied with the disposition made by the Board, or if no such disposition has been made within the time limits as stated within this Agreement, the grievance may be submitted to arbitration before an impartial arbitrator.

3.092 To submit the grievance to arbitration, the Association shall complete Grievance Report Form C.

3.093 The arbitrator shall be selected by both parties by requesting a list of seven (7) arbitrators from the American Arbitration Association. An arbitrator will be selected and notified in accordance with the voluntary rules of the American Arbitration Association.

3.094 The fees and expenses of the arbitrator shall be borne by the losing party.

3.095 The decision of the arbitrator shall be submitted to the Board and to the Association and shall be final and binding in respect to the interpretation, meaning, or application of any provision of the Agreement.

3.10 Miscellaneous

3.101 If multiple grievances arise, all shall be numbered in consecutive order beginning with the number following that of the last filed grievance.

3.102 Any grievance which arises during the life of this agreement may be processed until resolution in accordance herewith.

3.103 A teacher engaged during the school day on behalf of the Association with any representative of the Board in any professional grievance, including arbitration, shall be released from regular duties without loss of salary for up to three days. If more than five teachers are required to appear in a grievance proceeding, all proceedings, including arbitration, shall be held at a time other than during regularly scheduled school hours unless parties mutually agree otherwise.

ARTICLE IV

RIGHTS

4.01 Board of Education Rights

The Board retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Ohio and of the United States, limited only by the specific and express terms of the Agreement.

4.02 Individual Rights

4.021 Members of the instructional staff are entitled to full rights of citizenship regardless of race, gender, color, creed, or place of origin.

4.022 Members of the instructional staff have the right to participate in professional and civic organizations for their personal benefit and interest.

4.023 Members of the instructional staff have the right to exercise their constitutional rights of political involvement or refusal to become involved without fear of reprisal or discipline in any form.

4.024 Individuals have the right to join or not to join any association to the extent protected by law.

4.025 No disciplinary action shall be taken against a teacher based on a complaint of a parent or guardian until the complaint and its validity have been investigated and the teacher has been apprised of the nature of the complaint.

4.026 There shall be no reprisals against any teacher for his/her actions pertaining to the negotiated Agreement.

4.03 Association Rights

Recognition of the Association as the sole and exclusive employee representative shall entitle the Association to the following privileges not granted to any other professional employee collective bargaining organization:

4.031 Payroll

The right to payroll deduction of membership dues in accordance with the following provisions:

4.0311 The Board agrees to deduct dues from the pay of teachers when so authorized in writing by the teacher. Such authorization shall continue in effect from year to year unless revoked in writing before August 31. A copy of such revocation shall be provided both to the Board and the SREA.

4.0312 The deduction for those teachers previously electing payroll deduction of dues and for teachers authorizing the District Treasurer to deduct dues shall be made equally from ten (10) consecutive pays beginning with the first pay date in October.

4.0313 Individual authorization forms for dues deductions shall be furnished by the Association, and when executed shall be filed by the Association with the District Treasurer.

4.0314 Dues deductions shall be transmitted by the District Treasurer to the Ohio Education Association.

4.0315 The right to refund to an employee such dues deducted from his/her pay shall lie solely with the Association.

4.0316 Names and addresses of bargaining unit members shall be made available to the Association prior to the first day of the school year.

4.032 Association Facility Use

The Association shall have the right to reasonable use of teacher mailboxes, the intra-building mail system, copy machines, telephones, the computer system, and room in the buildings (to be used for meetings) to conduct legitimate business of the Association as long as the use occurs during hours when the buildings are regularly open, the usage does not interfere with the normal operations of the schools or other legitimate business of the Board (which shall take precedence) and as long as there is a valid contract in place between the Association and the Board. The Association will reimburse the Board for any significant costs involving the use of copy machines or telephones.

ARTICLE V

LEAVES

The Association recognizes the importance of timely notification to the school administrators for the purpose of securing teacher replacements.

The Board recognizes that extraordinary circumstances may give cause for special consideration in the administration of the requirements for leave of absence.

Teachers who are on approved leaves of absence, by definition, have a right to return to work at the end of such approved leave period. At the time of their return to the work force, they are subject to assignment by the Superintendent - who is restricted in making such assignment only to the extent that no teacher may be assigned to teach in an area for which he/she is not certified/licensed.

5.01 Insurance Considerations

A teacher on unpaid leave may maintain at his/her own expense all or some of the insurance coverages provided by this Contract. In any case, the Board shall continue to provide such coverages for a period of time to include the entire month in which the employee begins his/her leave. The teacher who elects to maintain coverage shall be responsible for such coverages at his/her own expense beginning with the first full month of his/her leave. Payment of such premium by the teacher shall be made to the District Treasurer at least one week prior to the premium due date. The District Treasurer shall let the teacher know of the premium due date. Failure of the teacher to make such payment may result in loss of

insurance benefits. Insurance coverage will not be separated beyond required premium packages.

5.02 Sick Leave

5.021 Annual Allowance

Teachers shall be granted sick leave on the following basis: one and one-quarter (1¼) days for each completed month of service, or fifteen (15) days for each completed year of service. Sick leave shall be accumulated to two hundred sixty (260) days.

5.022 Manner of Calculation

Any sick leave earned or unused in prior employment with another public school district or other agency of the State of Ohio shall, upon presentation of a certified copy stating the number of sick leave days earned and unused from such employers, be transferred to the teacher's account at the time of employment in the manner prescribed by state law.

5.023 Approved Use of Sick Leave Days

Sick leave may be used by all teachers for those reasons and situations enumerated in the State Statute (O.R.C. 3319.141).

5.024 Definition of Immediate Family

As applied to absence because of illness, injury, or death in the teacher's immediate family, the immediate family shall include the husband, wife, children, father, mother, brothers, sisters, grandparents, grandchildren, in-laws, aunts, uncles, and any person who is a member of the immediate household. A teacher may have significant and continuing responsibility for a person who is virtually a member of the immediate household but who lives at another address. He/she may register this person's name annually with the District Treasurer. If he/she does so, for purposes of this article, that person shall be considered a member of the immediate household.

5.025 Use of Sick Leave-Absence Management System

Each school employee using sick leave shall submit, in a timely manner using the Absence Management System, a completed electronic form as included in this Contract in Appendix (Form D). Falsification of a statement on a sick leave form is grounds for suspension or termination of employment. In cases of frequent, extended, or otherwise questionable use, an employee may be required by the Superintendent to furnish a certificate from a licensed physician. If a certificate from a

physician is required, the District will bear any cost not covered by insurance.

5.026 Sick Leave Bank Establishment

A. Each bargaining unit member may contribute one day of his/her accumulated sick leave days to the Sick Leave Bank during the enrollment period. The enrollment period will be from August 20 through September 15 of each school year. New teachers hired after the school year has commenced will have four (4) weeks to enroll. The donated day is not returnable. If the sick leave bank has four hundred (400) days accumulated, there shall be no enrollment period. In that case, new teachers shall automatically be a member of the Sick Leave Bank until such time as the accumulated sick leave in the bank falls below four hundred (400) days and contributions are requested. Teachers, hired new to the district, will be asked to contribute in order of their seniority when the bank falls below four hundred (400) days. Any teacher so asked who does not contribute shall no longer be a member of the Sick Leave Bank.

B. If the Sick Leave Bank is depleted to three hundred-thirty (330) or fewer days, the Sick Leave Bank Committee may, regardless of the enrollment period set forth in 5.026 (A), reopen the bank for contributions until the Sick Leave Bank accumulates up to a maximum of four hundred (400) days. Such reopening for contributions will be for a period of thirty (30) calendar days. No further contributions to the Sick Leave Bank will be requested or accepted at any time when the bank has accumulated four hundred (400) days.

5.027 Operational Procedures

A. Use of days from the Sick Leave Bank will be limited to those individuals who have contributed to the bank.

B. Use of days from the Sick Leave Bank will be limited to personal illness of the Bargaining Unit member or the Bargaining Unit member's spouse, or the Bargaining Unit member's dependent children. A doctor's statement is required with the application in order to be considered.

C. Use of days from the Sick Leave Bank will be considered only after the individual has used all of his/her accumulated sick leave days and has used possible advances of sick leave days.

D. The maximum number of days that a person may use is 20 % of the total days in the Bank at the end of the enrollment period up to a maximum of fifteen (15) days per person per year. The Sick Leave

Bank Committee may grant twenty (20) additional days per year at its discretion.

5.028 Sick Leave Bank Committee

A. The Bank will be operated on a voluntary basis. A committee shall be formed to administer the Bank and to provide the information whereby the business office of the South Range Local School District will keep the records. This committee shall be empowered to adopt rules and regulations and to make decisions required to administer the Sick Leave Bank, so long as those rules, regulations, and decisions do not modify the agreement contained herein. This committee will be titled the "Sick Leave Bank Committee" (hereafter referred to as the SBC). The SBC shall be composed of the following five (5) persons:

1. Superintendent of Schools of the South Range Local School District or his/her designee.

2. The South Range Education Association President or his/her designee.

3. One South Range Local School District business office or building level administrator. This member is to be appointed by the Superintendent of Schools of the South Range Local School District.

4. Two bargaining unit members. These members are to be appointed by the South Range Education Association President. Effort should be made with these appointments to provide bargaining unit representation from the elementary, middle school, and high school levels.

B. Should a vacancy occur on the SBC, a replacement for the vacant position shall be appointed by the authority making the original appointment.

C. One of the three bargaining unit SBC representatives will be selected to act as chairperson of the SBC. The South Range Education Association President will designate the chairperson prior to the first meeting of the SBC.

D. The SBC will be responsible for developing the forms needed to operate the Bank except for the Application to Use Days form.

E. Guidelines will be reviewed annually by the Sick Leave Bank Committee.

5.03 Personal Leave

5.031 All full-time teachers shall be allowed four (4) unrestricted days of absence, during each school year for personal leave without loss of pay.

5.0311 Use of a personal leave day to extend a holiday or recess is limited to one per bargaining unit member per year of the contract.

5.0312 Days to extend a holiday or recess will be limited to three (3) teachers per building per holiday or recess.

5.0313 Employees shall be restricted from use of personal leave on the following days: the first day of school, parent-teacher conferences, the last day of school, and if applicable, any waiver day.

5.0314 Applications for personal leave to extend a holiday or recess will be accepted starting the first day of school for each year of the contract using the Absence Management System.

5.0315 Teachers hired after the beginning of the school year will receive a pro-rated share of the three days, based on a percentage of the total contractual days worked under regular contract and rounded up to the nearest one-half (½) day.

5.032 Personal leave is not to be accumulative.

5.033 Requests for personal leave days should be made with as much advance notice as possible.

5.0331 Forty-eight hours notice must be given the building principals for use of personal leave except in emergency situations.

5.0332 In the event that fifteen percent (15%) of the teachers request the same day for personal leave, the requests will be subject to the approval of the Superintendent.

5.034 Personal leave shall not be used for paid employment elsewhere during school hours.

5.035 If final approval is necessary, then such approval is to be determined by the Superintendent.

5.036 Bargaining unit members who do not use all four (4) personal leave days available to them shall be paid for one (1) day at their daily rate in the second pay in June.

5.04 Emergency Leave

Emergency leave of absence without pay from normal teaching duties, up to a total of five (5) days per school year, will be granted by the Superintendent upon

submission of satisfactory evidence acceptable to the Superintendent of an actual emergency situation. All teachers shall be allowed one unrestricted, unpaid emergency day. This day may be taken at any time.

5.05 Association Leave

When it is necessary for an official representative(s) of the Association to engage in Association activities directly relating to the Association's duties as representative of the teachers during the school day, they may be given such free time, without loss of pay, as is necessary to perform any such activities, provided such activities and free time have been approved by the Superintendent or his/her designated representative in accordance with established administrative regulations and provided that it is not contrary to law. Under this provision, there shall be an aggregate total of up to eight (8) days for any or all representatives of the Association. he Association and its officers recognize and agree that this privilege should not be abused.

5.06 Unpaid Sabbatical Leave

5.061 All teachers who have served continuously in the South Range Local Schools for a period of at least five (5) years and who hold a professional or permanent certificate or professional license, may be granted unpaid sabbatical leave for professional improvement for one full school year.

5.062 Requests for sabbatical leave of absence shall be made before April 1st prior to the beginning of such requested leave. The applicant must be notified by the Board of the disposition of the request within thirty (30) days of its receipt.

5.063 No more than two teachers may be granted sabbatical leave during any school year.

5.064 Length of service in the South Range Local School System shall be a factor in approval of all applications. It is intended that study and other proposals for professional improvement will include areas dealing with the teacher's area of professional competency.

5.065 A teacher returning from sabbatical leave shall be placed on the step of the salary schedule he/she would have attained had he/she remained in the South Range Local School System.

5.066 A teacher who is granted sabbatical leave upon his/her return shall retain all rights of tenure, retirement, and insurance, as though teaching during the period of leave.

5.067 A teacher on sabbatical leave who wishes to return to teaching in the next school year shall notify the Superintendent in writing not later than March 1st.

5.068 At the expiration of the leave, the teacher shall be reinstated to his/her former assignment unless the position is not available, in which case the Superintendent shall make a new assignment.

5.069 Sabbatical leave for professional improvement will not be granted a second time to the same teacher when other teachers in sufficient numbers to fill the quota for the period have filed a request for, and are waiting for, such leave.

5.07 Parental Leave of Absence

5.071 Pregnancy

A pregnant teacher, with some restrictions, has two basic types of leaves available to her for pregnancy-related conditions: unpaid Maternity Leave and paid Sick Leave. Under certain limitations, she may choose to use unpaid Maternity Leave alone, or to use paid Sick Leave alone, or to use both types of leaves in combination. The pregnant teacher herself shall determine the beginning date for such leave(s).

5.0711 Maternity Leave - Unpaid Leave

A pregnant teacher shall be granted, upon request, unpaid leave not to exceed one (1) school year in addition to the remaining part of the school year in which she begins her leave.

5.0712 Sick Leave for Pregnancy - Paid Leave

A pregnant teacher shall be granted, upon request, all or some of her accumulated sick leave for pregnancy.

5.0713 Notification:

A pregnant teacher is expected to give notification to the Superintendent at least thirty (30) days in advance of the date she anticipates she will begin her leave. This notification shall specify the following: the exact date she anticipates she will begin her leave; her plan for using Maternity Leave and/or Sick Leave including the beginning and ending dates for such leaves; and the name of her physician.

If such notification to the Superintendent has already occurred and unforeseen circumstances warrant that the pregnant teacher begins her leave earlier than she anticipated, she shall contact the Superintendent as soon as possible to arrange for the necessary change in the beginning date of her leave.

If such thirty (30) day advance notification has not occurred and unforeseen circumstances warrant that the pregnant teacher begin her leave before a thirty (30) day advance notification is possible, she shall contact the Superintendent as soon as possible to arrange for a waiver of the thirty (30) day notice.

5.072 Child Care

For the purpose of child care, a teacher shall, upon request, be granted an unpaid leave of absence for the semester or quarter in which his spouse is to deliver a child and/or for the succeeding semester. The teacher is expected to give notification to the Superintendent at least thirty (30) days in advance of the date he anticipates he will begin his leave.

5.073 Adoption

Upon request, a teacher adopting a child who is not enrolled in school shall be granted an unpaid leave of absence not to exceed one school year in addition to the remaining part of the school year in which the child is received. The teacher is expected to give notification to the Superintendent at least thirty (30) days in advance of the earliest anticipated date for receipt of the adopted child.

5.074 General Conditions for Parental Leave

A teacher who takes leave under this section and returns to work prior to the close of the same school year shall be returned to his/her original position.

Notification shall be satisfied by the teacher writing a letter to the Superintendent although the teacher may also request a private conference with the Superintendent.

A request for the extension of parental leave to the succeeding school year shall be made by the teacher, if at all possible, no later than the first of June of the school year preceding the proposed extension.

5.08 Professional Leave

5.081 The Superintendent may authorize or assign absences of teachers for professional purposes with full pay. The teacher shall make application to the Superintendent for the authorization of such absence at least ten (10) days in advance of the Professional Leave. The Superintendent may authorize a Professional Leave at any time at his discretion.

5.082 The absence from school of a teacher who was officially authorized to attend a professional meeting in accordance with the provisions of this policy will be charged with Professional Leave in lieu of Personal Leave. This leave is only activated when and if the teacher is authorized to be absent for purposes of attending professional meetings.

5.083 Attendance at such meetings or conferences may be of a specific or general educational program and need not be in the same specific category of the teacher's normal assignment field.

5.084 Where such leave is granted under the provisions of this section to teachers other than counselors, a substitute will be provided whenever possible.

5.085 The Superintendent may assign teachers to take Professional Leave within the substantial confines of the school day or the Superintendent may with the concurrence of the teacher assign him/her to Professional Leave outside the confines of the school day and even overnight.

5.09 Medical Leave

A written application for an unpaid leave of absence, or an extension of an unpaid leave of absence for medical reasons must be accompanied by a statement from the attending physician. Said statement must indicate the nature of the illness and definitely recommend that the teacher be relieved of duties.

5.10 Assault Leave

5.101 The Board shall grant a paid assault leave not to exceed ten (10) workdays per assault, renewable for up to another twenty (20) days at the request of the attending physician per assault, in lieu of paid sick leave, for teachers who are disabled due to a physical disability resulting from an assault which occurs in the course of Board employment or which occurs while carrying out an approved school-related assignment. Any amount of salary payable pursuant to this section shall be reduced by the amount of any Worker's Compensation awarded for temporary disability due to the said assault injury for the period for which such salary is paid. In order to be eligible for a leave, the teacher shall be required to submit a physician's verification that a disabling condition exists due to the assault. The teacher shall provide to the Board a statement that indicates the nature of the injury, the date of its occurrence, the identity of the individual(s) causing the assault, the facts surrounding the assault, and the names of witnesses if known.

5.102 A teacher who is assaulted and takes time off to visit a doctor or hospital shall have that time charged to assault leave.

5.103 Psychological trauma in cases of rape shall suffice for purposes of assault leave.

5.11 Inclement Weather

If an official announcement is made by the authorized school authority, via the news media that the entire school system is closed due to weather conditions or other emergencies, teachers will not be required to report for duty. When the start of school is delayed, the teacher report-for-duty time will be delayed for the exact amount of time that the school opening is delayed.

5.12 Military Service

5.121 Regular Duty

5.1211 A unit member who is a member of a reserve component of The Armed Forces of the United States and/or the State of Ohio shall be granted leave of absence from his/her respective duties without loss of pay for such time as he/she is in the military service or field training or active duty for periods not to exceed one hundred seventy six (176) hours in any one (1) calendar year. Bargaining unit members called to active duty in the uniformed services for longer than a month in a calendar year are entitled to leave and pay as set forth in Ohio Revised Code Section 5923.05. The District and the employee shall continue to contribute to the State Teachers Retirement System (STRS) based on the amount of compensation actually paid to the employee during the military leave of absence, subject to any subsequent legislative enactment.

5.1212 A unit member shall be granted a leave without pay when he/she leaves the employment of the Board and within forty (40) days thereafter enters the Armed Forces of the United States. A unit member shall be reemployed following such leave if application is made in writing within ninety (90) days of discharge, other than a dishonorable discharge, from active duty. Reemployment shall be under the same type of contract as was formerly held and shall be at the beginning of the next semester, provided application is made not less than thirty (30) days prior to the beginning of the next semester. The Board of Education may suspend the contract of the teacher whose services become unnecessary by reason of the return of a teacher from service in the armed services or auxiliaries thereof in accordance with Article 6.06, Reduction in Force.

5.1213 Upon reinstatement, such teacher shall receive credit on the salary schedule for time spent in the military service in accordance with the State Statute; however, sick leave is not accumulated during period of military leave (O.R.C. 3319.14).

5.1214 A copy of the military order directing the teacher into service shall be attached to the request for absence on such forms as may be prescribed by the Board.

5.13 Jury/Court Duty

5.131 Any teacher who is required to be absent from duty to perform jury service during his/her scheduled work period will suffer no loss of pay for such duty, contingent upon appropriate verification to the Treasurer that such service was rendered by the teacher.

5.132 If a teacher is subpoenaed by the Board to serve as a witness in a court action, or if a teacher is subpoenaed as a witness in an action arising from his/her employment, he/she shall be given a leave of absence with pay for the time required for such appearance(s).

5.14 Family and Medical Leave Act of 1993 (FMLA)

A. Eligibility

1. An eligible teacher may take up to twelve (12) work weeks of unpaid leave ("FMLA Leave") during a twelve-month period. The twelve-month period is defined as: “the 12-month period measured forward from the date the employee’s first FMLA leave begins.” The teacher is entitled to 12 weeks of leave during the 12-month period beginning on the first date FMLA leave is taken. The next 12-month period commences the first time FMLA leave is taken after the completion of any previous 12-month period. FMLA may be taken for one or more of the following circumstances:

   a. the birth of a teacher's child and to care for the child up to age one;

   b. the placement of a child with a teacher for adoption or foster care, up to a twelve (12) month period after the placement;

   c. to care for the spouse, child, sibling, or parent of a teacher when that family member has a serious health condition;

   d. the teacher's inability to perform the functions of the position because of the teacher's own serious health condition.

2. To be eligible for FMLA Leave, the teacher must:

a. have been working for the Board for at least twelve (12) months before the leave request (these do not need to be consecutive months); and

b. have worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) month period preceding FMLA Leave.

B. Calculation of Total Unpaid/Paid FMLA Leave

1. The Board shall require that paid sick leave taken under Article V of the Agreement shall be counted as FMLA leave if (1) the reasons for taking it qualify as FMLA reasons and (2) if the teacher had been notified by the Treasurer while on paid sick leave that this leave would be counted as FMLA leave.

2. Leave under FMLA would commence with official notification to the employee by the Treasurer on or after the sixth (6th) consecutive day of illness or other condition which permits use of the FMLA. The teacher has the responsibility to notify the Treasurer if the leave is not appropriate use of FMLA.

ARTICLE VI

RIGHTS AND RESPONSIBILITIES

6.01 Contracts

6.011 Employment by Contract

The Board shall enter into a written teaching contract for the employment and re-employment of all teachers. An individual teaching contract or salary notice will be issued annually to each teacher.

6.012 Limited Teaching Contracts

A teacher shall, upon initial employment in this district, be granted a one-year limited teaching contract. If this teacher's contract is to be renewed, he/she shall be given a second one-year contract. If this teacher's contract is to be renewed, he/she shall be given a third one-year contract. Upon reemployment, a teacher not eligible for tenure shall be granted a two-year limited teaching contract. Subsequent teaching contracts that are not continuing contracts shall be for two years.

As an exception to the two-year contract sequence described above, a teacher who is eligible for consideration for a two-year contract, who believes that he/she shall become eligible for consideration for a continuing contract during the next school year, may request that he/she be considered for a one-year contract. Such a request must be made in writing to the superintendent by September 15th and can be made only one time during his/her teaching career. If the Board grants a teaching contract to a teacher who has made such a request, it shall be for one year.

6.013 Continuing Teaching Contracts

6.0131 To be eligible for continuing contract status, a teacher who has not previously attained continuing contract status in another school district must meet the following requirements:

A. Has taught three of the last five years in this district.

B. Has notified the Superintendent in writing by September 15 of his/her anticipated eligibility to be considered for continuing contract status during that school year.

C. Has filed with the Superintendent by March 1 of the year in which he/she otherwise meets the requirements for consideration for continuing contract status, all teaching certificates or licenses upon which he/she intends that the Board should rely in considering his/her eligibility for continuing contract status.

D. Licensure/Certification requirements are satisfied as follows:

1. A Professional, Permanent or Life teacher's certificate issued upon application submitted to the State Board of Education prior to September 1, 1998, or renewed or upgraded subsequent to September 1, 1998 in accordance with Ohio Revised Code 3319.22; or

2. A Professional Educator's License issued after October 29, 1996, and proof of either of the following:

a. If a master's degree was not held at the time of initially receiving a teaching certificate or an educators license, thirty (30) semester hours of course work in the

area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license; or

b. If a master's degree was held at the time of initially receiving a teaching certificate or an educator's license, six (6) semester hours of graduate course work in the area related to the teaching field since the initial issuance of the teaching certificate or license.

c. A teacher holding a senior professional educator license or a lead professional educator license issued under the act's licensure provisions.

3. For bargaining unit members initially licensed after January 1, 2011, continuing contract eligibility is met if the teacher:

a. Holds a professional, senior professional or lead professional license;

b. Has held an educator's license for at least seven (7) years; and

c. Has completed either of the following:

i. If the bargaining unit member did not hold a master's degree at the time of initially receiving an educator license, thirty (30) semester hours of coursework in the areas of licensure or in an area related to the teaching field since the initial issuance of that license, as specified in rules which the state board shall adopt;

ii. If the bargaining unit member held a master's degree at the time of initially receiving an educator license, six (6) semester hours or graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of that license, as

specified in rules which the state board shall adopt.

6.0132 To be eligible for continuing contract status, a teacher who has previously attained continuing contract status in another school district must meet the following requirements:

A. Has served two years in this district.

B. Holds a professional or permanent certificate or a professional educator license having successfully completed, at a minimum, the coursework specified in ORC 3319.08 (B) (2) (a) or (b) in the teaching field in which he/she has been employed in this district.

C. Has notified the Superintendent by September 15 of his/her anticipated eligibility to be considered for continuing contract status during that school year.

D. Has filed with the Superintendent by March 1 of the year in which he/she otherwise meets the requirements for consideration for continuing contract status, all teaching certificates upon which he/she intends that the Board should rely in considering his/her eligibility for continuing contract status.

6.0133 A teacher initially eligible for continuing contract status shall, if reemployed, either: (a) be granted a continuing contract, or (b) be granted a probationary limited contract for a term not to exceed one year, provided that the Superintendent prior to April 30 provides to such teacher written recommendations directed toward such teacher's professional improvement. Only one such probationary contract shall be granted to any teacher and at the end of the term of such probationary contract, such teacher shall, if reemployed, be granted a continuing contract.

6.0134 Failure to provide notification or to have the necessary certificate or license on file by September 15th of the current year will mean that the bargaining unit member waives eligibility for continuing contract consideration until May of the following year, and the teacher will be required to reapply.

6.02 Supplemental Contracts

6.021 Notwithstanding Section 3319.11 of the Ohio Revised Code, Supplemental Contracts shall expire on the date stated therein unless

the Board, upon recommendation of the Superintendent, takes action to offer to said member a renewal of such Supplemental Contract.

6.022 A teacher offered a Supplemental Contract pursuant to this provision shall execute and return such Contract to the District Treasurer at such time as may be indicated in said Contract; failure to execute and timely return the Contract as required herein shall constitute a rejection of such offer of employment. After execution and receipt of such Contract by the District Treasurer, no teacher may resign from such Contract unless released by the Board.

6.023 Supplemental Contract salary shall be paid as per the schedule in Section 7.11 of this Contract and according to the pay options described therein. Extended time duties shall be Supplemental Contracts.

6.024 No teacher is required to take a Supplemental Contract.

6.025 Supplemental positions shall be posted in April. Any positions not filled after the posting will be publicly posted. The South Range Board of Education is not obligated to fill the position with a teacher employed by the South Range Board of Education.

Nothing will prevent the Board from posting Head Coaching positions for High School Fall sports after the end of the season but prior to April.

6.03 Resident Educator Program

The Resident Educator Program for beginning teachers licensed after January 1, 2011, is for the purpose of providing educators with coaching, mentoring and guidance that are critical to improving their skills and knowledge and student achievement. The Resident Educator Program will be a Program administered and funded by the Board.

This program shall be separate from and shall not replace the negotiated employee evaluation system.

A. Definitions

1. Resident Educator Program

The two–year program is designed to provide newly licensed Ohio educators quality mentoring and guidance. Successful completion of the residency program is required to advance to a five-year professional educator license.

2. Mentor

A Mentor is a teacher trained and assigned to provide professional support to a Resident Educator following the guidelines and protocols of the Resident Educator Program.

3. Resident Educator

A Resident Educator is a teacher employed under a resident educator license.

4. Formative Assessment

Formative assessment is diagnostic and designed to yield information that will help teachers identify specific areas for skill enhancement. Formative assessment consists of collaboration among professionals to provide adequate feedback and assistance to support the growth of individual professional achievement.

B. Mentors

1. Qualifications

a. The Mentor Teacher must have a minimum of five (5) consecutive years of teaching experience in the District and at least two (2) years in the level or subject area assigned (i.e. elementary, middle school, special education, etc.) and shall be a classroom teacher.

b. A teacher who volunteers to be a Mentor Teacher must be trained to act as a mentor through the Ohio Department of Education Instructional Mentoring program.

c. The Mentor Teacher must hold a valid teaching certificate/ license and may be assigned to Resident Educators with the same area of certification/license.

d. The Mentor must have demonstrated the ability to work cooperatively and effectively with the professional staff members and have extensive knowledge of and proven experience in implementing a variety of classroom management and instructional techniques.

2. Selection of Mentor Teachers

Mentor Teacher assignments shall be made by the Superintendent. Should no Mentor be available in the area of certification/licensure, the Superintendent may assign an appropriately trained Mentor from

within the grade level or subject area most closely related to that of the Resident Educator.

3. Ideally, Mentors shall have one Resident Educator assigned at a time; but in no case shall a Mentor have more than two (2) Resident Educators at a time.

C. Compensation

In addition to the mutually agreed upon released time, each appointed Mentor Teacher shall receive a stipend of $500 per Resident Educator for each year of the assignment. In addition, the Board will pay all training fees required for Mentor Teachers to receive the mandatory ODE State mentor training.

D. General

1. Other than a notation to the effect that a teacher served as a Mentor Teacher, the teacher's activities as a Mentor Teacher shall not be part of that staff member's evaluation.

2. No Resident Educator shall be required to remain in a resident educator program after advancing to a professional educator license.

3. Mentor Teachers shall not participate in the District's evaluation of any Resident Educator.

4. Mentor Teacher shall not be requested or directed to make any recommendation regarding the continued employment of the Resident Educator.

5. No Mentor Teacher shall be requested or directed to divulge information from the written documentation, or confidential Mentor/Resident Educator discussions. Any violation of this tenet by the Mentor Teacher shall constitute grounds for immediate removal from his/her role as Mentor Teacher.

6. At any time, either the Mentor Teacher or the Resident Educator may request to have a new Mentor assigned. The Mentor and the Resident Educator must operate in a trusting and comfortable relationship; therefore, no specifics shall be given as to the request or granting of this option and no prejudice or evaluation is to be given any such change.

7. All Mentor Teachers and Resident Educators shall keep confidential all discussions, actions, materials and other information to the extent permitted by law.

8. Mentor Teachers shall communicate directly with the Resident Educators and shall not discuss/report the performance and progress of the Resident Educator with any administrator, assessor, or other teacher.

6.04 Evaluation

A. Non-OTES Teachers

Non-OTES teachers shall be evaluated using the procedures, forms, and documents found in Appendices K through L. It is the intention of the parties that the provisions of this Article shall supersede all provisions of Revised Code Section 3319.111.

1. If in the first evaluation a non-OTES teacher is given a rating of "U"- Unsuccessful, in any category, a second evaluation shall be conducted.

2. The performance evaluation of a non-OTES teacher shall be based upon the observations of the employee's performance and shall acknowledge the performance strengths of the employee evaluated as well as performance deficiencies, if any. The evaluator shall refer to data used to support the conclusions reached in the final evaluation report. The evaluation report shall be signed by the evaluator. The evaluation report should then be signed by the employee to verify notification to the employee that the evaluation will be placed on file, but the employee's signature should not be construed as evidence that the employee agrees with the contents of the evaluation report. The final report shall be completed by May 10th , signed by both parties, and sent to the Superintendent.

The employee shall have the right to make a written response to the evaluation and to have it attached to the evaluation report to be placed in the employee's personnel file. A signed copy of the evaluation shall be provided to the employee.

B. OTES/OSCES

For OTES teachers, the District will utilize the Board's standards-based teacher evaluation system set forth in Appendix I, which has been mutually developed by the parties. For OSCES bargaining unit members, the District will utilize the standards-based evaluation system for school counselors set for the Appendix J. All matters contained within the system shall be considered grievable under the grievance procedure contained within this contract and in accordance with the provisions of this Article.

Any revisions to the Board's standards-based teacher evaluation system must be bargained prior to implementation to the extent required by law, and nothing herein shall diminish any right the Association may have to strike under Ohio Revised Code Section 4117.14(D)(2).

C. Evaluation Review Committee

The Evaluation Review Committee shall function on an ongoing basis to make recommendations to the Board for necessary changes to the teacher evaluation system, provide assistance with respect to the development and/or selection of high-quality student data, and to make recommendations for approval by the Board and for changes to the evaluation process for non-OTES employees.

1. Composition

In addition to participating administrators, the Committee shall be comprised of six (6) bargaining unit members appointed by the Association President with the approval of the Association's Representative Council representing each of the following areas: elementary, middle and high schools, "specials" (music, art, physical education), and special education. Association Committee members shall serve staggered two-year terms. Initially the terms of three (3) association members will be three (3) years.

The Superintendent and four (4) additional members appointed by the Superintendent will also be members of the Committee.

2. Operational Procedures

a. The Committee shall be chaired jointly by a bargaining unit Committee member and an administrator.

b. Members of the Committee must be OTES trained prior to beginning their work.

c. The Committee will develop the ground rules by which the Committee will operate.

d. The Committee may establish sub-committees to assist with their work whose members will be jointly appointed by the Committee co-chairs.

e. The Committee will establish by mutual agreement a meeting calendar, tasks for the Committee to complete and timelines for the completion of specific tasks.

- One task of the Committee shall be to review available HQSD instruments.

- Evaluate HQSD instruments using the following criteria:

    - Align to learning standards;
    - Measure what is intended to be measured;
    - Be attributable to a specific teacher (content/ grade level);
    - Demonstrate evidence of learning;
    - Follow protocols for administration and scoring;
    - Provide trustworthy results;
    - Not offend or be driven by bias.

- The Committee will also work to align the non-OTES staff with the OTES framework.

f. All decisions of the committee and any subcommittees established by the Committee will be achieved by consensus.

3. Compensation

Any Committee work required outside of the work day will be paid at the rate of $25.00 per hour as approved by the Committee Co-chairs. Release time for Committee work may be granted by the Superintendent upon recommendation of the Co-chairs.

4. Secretarial Support

The Board will provide necessary clerical support and assistance to the Committee.

5. Committee Authority

The Committee shall not have the authority to negotiate wages, hours or terms and conditions of employment.

6.045 Employment Options (OTES/non-OTES teachers)

A. Teachers on limited contract and not eligible for continuing contract are deemed re-employed unless evaluation procedures complied with, and the Board acting on Superintendent's written recommendation that the teacher not be re-employed, gives nonrenewal notice by June 1st .

1. If the Board fails to evaluate or to give notice by June 1st , teachers are presumed to have accepted employment unless he/she notified the Board to the contrary by June 1st .

2. If the Superintendent recommends re-employment and the Board wishes to non-renew, it may do so by a majority vote of those present.

B. Teachers employed on limited contract eligible for continuing contract status:

1. If the Superintendent recommends re-employment, a continuing contract will result unless majority of the Board present rejects or fails to act.

2. If the Board fails to evaluate or fails to give notice by June 1st , the teacher will receive a continuing contract.

C. Teachers on limited contract status, eligible for but not granted tenure are eligible for an extended one-year contract only upon recommendation by the Superintendent and approval by the Board. Said contract shall be accompanied by specific areas where professional improvement is needed.

D. Failure of the Superintendent to make a recommendation regarding the teacher's contract, or failure of the Board to provide the teacher with written notice of nonrenewal will not prevent the teacher from being deemed re-employed. ORC 3319.11(F)

6.046 Hearing (OTES/non-OTES teachers)

A. A non-renewed teacher, other than those entitled only to a meeting under 6.054 may demand a hearing before the Board.

1. Such demand shall be written, and filed with the Treasurer within 5 days of the date on which he received the Board's letter of nonrenewal.

B. The Treasurer shall, within 10 days of receipt of the teacher's demand, provide to the teacher a written notice setting forth the time, date, and place of the hearing.

C. The hearing shall be scheduled and concluded within 40 days of the date on which the demand for the hearing was received by the Treasurer.

D. The hearing must be conducted by a majority of the Board.

E. The hearing shall be held in executive session unless the Board and the teacher agree to hold the hearing in public.

F. Only the following persons may be present at the hearing:

1. Superintendent
2. Assistant Superintendent or Administrative Assistant
3. Teacher
4. Board counsel or designee
5. Teacher counsel or designee
6. Any person designated by either party to take a record of the hearing.
7. Association representative
8. Building Principal and/or Assistant Principal
9. Witnesses as called.

G. A record of the hearing may be taken by either party at the expense of the party taking the record.

H. The Board shall issue to the teacher a written decision within 10 days of the conclusion of the hearing.

6.05 Contract Non-Renewal Procedure and Due Process (OTES/non-OTES teachers)

Except as otherwise provided herein, the non-renewal of teachers' limited contracts shall be in keeping with provisions of State Statute (O.R.C. 3319.11) and related statutory law. Any violation of either procedural or substantive due process shall automatically require re-employment of the employee under a continuing contract, if eligible, or an appropriate limited contract if the employee is not eligible for a continuing contract. Due process shall be defined as the procedural steps indicated pursuant to the terms of Agreement or the ORC where applicable.

6.051 Just Cause (OTES/non-OTES teachers)

No employee shall be adversely evaluated, disciplined, non-renewed, or reduced in rank or compensation without just cause.

6.052 Fair Dismissal (OTES/non-OTES teachers)

6.0521 Termination of Limited or Continuing Contract

The termination of an employee's contract shall comply with the provisions of Ohio Revised Code 3319.16. Prior to the implementation of termination proceedings, the employee whose contract is being considered for termination shall be provided written notice of the reason(s) for such termination

at least ten (10) days prior to the Board's action to implement termination proceedings.

6.053 Hearing Prior to Board Action

Any employee who requests a Board hearing prior to the Board's action to implement termination proceedings shall be granted a private hearing before the Board, unless a public hearing is requested in accordance with Ohio Revised Code 121.22.

6.054 Non-Renewal of Contract in First Three Full Years of Employment

This subsection shall supersede O.R.C. 3319.11. The process for non-renewal of limited contract teachers in the first three full years of employment with the District shall be accomplished by written notification to the teacher on or before June 1st , of the Board's intention not to renew the teacher's limited contract. For purposes of this subsection, posting written notice in the U.S. mail, postage prepaid, by registered or certified mail to such teacher's last address as shown on the Board's records, as well as hand delivery shall constitute legal notice to such teacher.

The teacher shall be entitled to a meeting with the Board of Education or its designee regarding the decision not to re-employ.

No further appeal shall be available to teachers non-renewed under this section.

6.055 Except as otherwise provided herein, the non-renewal of teachers' limited contracts shall be in keeping with provisions of State Statue (O.R.C. 3319.11) and related statutory law.

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The following procedures shall apply:

6.0551 When the Superintendent has decided to make a recommendation of non-renewal to the Board of Education, he/she or his/her designee shall notify the teacher at least six (6) calendar days prior to the meeting in which the Board will act on the Superintendent's recommendation. Such notice will be given only if the teacher is present and working at his/her position during this time period. An attempt should be made to notify any teacher absent from his/her duties.

6.0552 The teacher may request and shall be granted a meeting with the Superintendent, at which he/ she may be accompanied by an association representative.

6.0553 Teachers notified that a recommendation of non-renewal is forthcoming have the right to resign prior to any formal action by the Board.

6.0554 Notwithstanding State Statue (O.R.C. 3319.11), any teacher whose regular limited teaching contract is not to be renewed shall be notified in writing on or before June 1. For purpose of this subsection, posting written notice in the U.S. Mail, postage prepaid, by registered or certified mail to such teacher's last address as shown on the Board's records, as well as hand delivery shall constitute legal notice to such teacher.

6.06 Reduction in Force

6.061 Staff Reduction

The following procedures will govern the reduction of teachers made necessary through decreased enrollment of pupils, return to duty of regular teachers after leaves of absence, discontinuance of an SBH unit or other low incidence special education unit, suspension of schools or territorial changes affecting the District, necessary changes in curriculum, and necessary changes in use of instructional personnel. Such procedures may be subject to revision in order to insure compliance with State and Federal laws relating to employment decisions. The procedures contained herein for such reduction in teachers shall not pertain to any teacher non-renewed for performance reasons. Except as otherwise provided herein, it is the intention of the parties that the provisions of this Article shall supersede all provisions of Revised Code Section 3319.17.

6.062 Reduction Other Than Through Attrition

In accordance with State Statute (O.R.C. 3319.17), the following procedures shall apply. Reduction shall be made by suspending contracts based upon the Superintendent's recommendation. Those contracts to be suspended will be chosen as follows:

6.0621 All teachers will be placed on a seniority list for each teaching field for which they are properly certificated. Teachers serving under continuing contracts will be placed at the top of the list, in descending order of seniority. Full-time teachers serving under limited contracts will be placed on the list under those with continuing contracts, also in descending order of seniority. Part-time teachers serving under limited contracts will be listed under full-time teachers serving under limited contracts, in descending order of seniority. Part-time service shall be credited on the seniority lists according to the fraction

of full time that the teacher served each year. The Seniority List will be posted in each principal's office by September 30 of each school year. Teachers are obligated to review the list as posted and to call to the attention of the Superintendent any alleged errors in the posted list. Any alleged errors not brought to the attention of the Superintendent by October 30 are thereafter deemed waived for that year.

6.0622 Seniority will be defined as the length of continuous service as a part-time or full-time teacher under regular contract in this school district. Seniority is measured from the date of the Board meeting at which the teacher was hired. Continuous employment shall include all time on sick leave, all time on Board approved leaves of absence, and all time on a disability retirement to a maximum of five years. The seniority of an employee who has returned to employment following resignation or other termination of employment will be measured from the date of return to duty. If two or more teachers have the same length of continuous service, seniority will be determined by: (1) The date of the Board meeting at which the teacher was hired; (2) the date the teacher signed his/her initial employment contract in the District; (3) any remaining ties will be broken by lot.

6.0623 Reduction and Retention

Retention of bargaining unit members and recall of eligible teachers whose contracts have been suspended pursuant to a reduction in force will not be based upon seniority, except in circumstances when choosing between teachers with comparable evaluations. The application of the term “comparable” as applied to teacher evaluations, shall occur in accordance with the Board adopted, standards-based teacher evaluation system defining that term.

For the transition period, comparable evaluations of OTES teachers will be defined as all evaluation ratings above "Ineffective"

6.0624 Determination of RIF List

If reductions are necessary, limited contract teachers shall first be reduced in the affected teaching fields (certification/licensure) utilizing the following order:

a. Comparable evaluations

b. When evaluations are comparable, seniority in the District shall prevail, with the contract of the least senior limited contract teacher in the affected teaching field the first to be suspended.

Should the necessary reduction of staff required exceed the number of limited contract teachers in the affected field, continuing contract teachers be reduced in the affected teaching fields (certification/ licensure) utilizing the following order:

a. Comparable evaluations

b. When evaluations are comparable, seniority in the District shall prevail, with the contract of the least senior limited contract teacher in the affected teaching field the first to be suspended.

When choosing between teachers with comparable evaluations, if the position of a teacher in one teaching field affected is eliminated due to reduction in force, and the teacher in that position is also certified/licensed in another teaching field or fields, the teacher may move to the seniority list of any other area of his/her certification/licensure as long as the teacher reduced is displacing a teacher with a comparable evaluation. The least senior teacher in that area of certification/licensure will then be the teacher whose contract is suspended.

6.0625 If a reduction in force does occur, the Superintendent shall notify the Association at least thirty (30) days prior to the effective date of the suspension of said contracts.

6.063 Recall

The names of teachers whose limited contracts are suspended in a reduction in force will be placed on a recall list for 24 months from the effective date of the reduction. If a teacher whose limited or continuing contract has been suspended accepts full-time teaching employment in another public school district he/she shall be immediately removed from the recall list and forfeit all recall rights. Teachers on the recall list will have the following rights:

6.0631 No new teacher will be employed by the Board while there are teachers on the recall list who are certificated or licensed for the vacancy.

6.0632 Teachers on the recall list will be recalled first on the basis of teacher effectiveness ratings or, when choosing among teachers with comparable ratings, in order of seniority for vacancies in areas for which they are certificated or licensed. When effectiveness ratings are comparable, continuing contract teachers will be selected for recall before limited contract teachers.

6.0633 If a vacancy occurs, the Superintendent or his/her designee will send a certified announcement to the last known address of all teachers on the recall list who are qualified according to those provisions. It is the teacher's responsibility to keep the Board informed of his/her current address. All teachers are required to respond in writing to the Superintendent within fourteen (14) calendar days. Any teacher who fails to respond within fourteen (14) calendar days shall forfeit all rights to that position. A teacher who declines to accept the position will forfeit all recall rights.

6.0634 A teacher on the recall list will, upon acceptance of the notification to resume active employment status, return to active employment status with the same seniority, accumulation of sick leave, and salary schedule placement as he/she enjoyed at the time of layoff. To return to active employment when school is in session, a recalled teacher will have up to two (2) weeks to return to duty.

6.0635 An employee reinstated to a position in an area of certification or licensure in which the employee has no previous teaching experience shall be evaluated in accordance with the provisions of Section 6.04 of this Agreement. If at the conclusion of ninety (90) school days after reinstatement the employee receives an unsatisfactory evaluation, the employee shall be returned to the reduction in force list and shall be accorded the full entitlements of any employee initially placed on layoff status.

6.07 Vacancies, Transfers, Assignments

6.071 Filling of Vacancies

A. Whenever a vacancy occurs which the Board 1) shall fill or 2) which the Board determines to fill or 3) a new position is created, the Board shall do the following in the order listed.

B. First: A teacher whose contract has been suspended by way of "Reduction In Force" who holds a proper certificate or licensure

shall be called back to work in accordance with the recall provisions of the RIF procedure.

C. Second: The Board shall post all vacancies 1) which it shall fill or 2) which it determines to fill, and 3) new positions at least two weeks prior to being filled. Such posting shall be in a conspicuous location in each building and a copy shall be given to each building representative at the same time. During the summer months the Board shall, additionally, send a copy to each teacher on the date of posting. Each teacher submitting a written application within two weeks after the posting and meeting the required job certification or licensure for a posted vacancy shall be granted an interview. Notice shall be given to each applicant that he/she has or has not been appointed to the position.

D. Teachers who wish to voluntarily transfer, and who have made proper application, shall be given priority consideration for the position. This shall not require the Board to fill the vacancy with such applicants.

E. Positions the Board shall fill are those created through the non-renewal or termination of a teacher. Such a position may be different from the one held by the teacher non-renewed or terminated. The Board may or may not determine to fill positions created through teacher resignation, retirement, death or other attrition.

6.072 Transfers

6.0721 Voluntary Transfers

A teacher who wishes to transfer to a new building or wishes to be assigned to a new or different teaching position shall make a written request to the Superintendent. Such request shall be kept on file in the Superintendent's office for twelve months unless removed at any time by the teacher.

6.0722 Involuntary Transfer

Transfers will be on a voluntary basis normally. However, when the Superintendent chooses to make such transfers on an involuntary basis, the wishes of the individual teacher will be considered to the extent that these considerations do not conflict with the instructional requirements, needs, or best interests of the District, building(s), or pupils. If the teacher so elects, involuntary transfers will only be made after a conference between the teacher, principal, and/or Superintendent. Request for such conference must be made

by written request to the principal within 72 hours following receipt of notification of the transfer. This section refers to transfers from one building or subject to another.

6.073 Assignments

Assignment to courses or grade levels within the same building or general subject area are not transfers.

6.074 General Provisions

6.0741 The power of assignment or transfer of teacher(s) and the filling of vacancies shall, except as restricted by this contract, be vested solely in the Superintendent.

6.0742 Transfer of teachers, assignment of teachers and filling of vacancies, shall not violate State Department of Education certification or licensure standards.

6.0743 Positions can be temporarily filled for the remainder of a school year without posting, if the vacancy occurs later than three weeks prior to beginning of the school year.

6.075 Notification of Assignment

A. The teacher's professional assignment shall contain the teacher's subject assignments on the secondary level, and the building and grade level on the elementary and middle school level. Such notification shall be made no later than July 31, or the teacher's assignments shall remain as in the preceding year.

B. When circumstances cause the administration to make a change in a teacher's building/subject/grade assignment(s) after August 1st, the Principal shall notify the teacher as soon as possible.

6.08 Filing and Maintenance of Certificates, Licenses and Documents

6.081 Teachers shall be responsible for filing with the District Treasurer or his/her designee all certificates and/or licenses issued to the teacher by the Ohio Department of Education at such time as may be required by the terms of this Agreement. No right or privilege shall be asserted by the teacher by reason of any certificate or license not filed as provided herein.

6.082 Teachers shall also file all transcripts, payroll related forms and other documents, including but not necessarily limited to those listed in the Appendix (Form E) of this Contract, required for pay, payroll, benefits, or employment purposes with the District Treasurer in a timely manner.

No right or privilege shall be asserted by a teacher on which any or all of these rely until they have been filed. The teacher shall be given a dated receipt by the District Treasurer or his/her designee for documents received.

6.083 As a condition of employment and reemployment, all teachers shall retain all teacher licenses and teacher's certificates to the extent permitted by ORC 3319.222 or replace such teacher's certificates with educator licenses to the extent required by ORC 3319.22, held on file at the time of initial employment by the Board of Education and all such certificates or licenses received during his/her employment. Refusal to apply for the renewal of such certificates or licenses, or the replacement of such teacher's certificates with educator licenses, if such certificates cannot be renewed under ORC 3319.222 and the rules of the State Board of Education after being so directed by the Superintendent shall be grounds for termination at the end of the school year. It shall be the responsibility of each teacher to apply and qualify for the renewal of any certificate or license and to file such certificate or license with the District Treasurer.

6.084 Upon submission of documentation to the district treasurer, each teacher shall be reimbursed $40.00 for one successful certificate/license renewal, conversion from 8-year to license or BCII/FBI background check.

6.09 Personnel Files

6.091 All personnel records will be maintained in accordance with the Ohio Revised Code.

6.092 Personnel records of the teaching staff shall be filed in the Superintendent's office, and among other appropriate documents shall include the following: application for employment, including references; a copy of the latest contract, properly signed; a copy of the latest salary notice; an Ohio teaching certificate(s) or license(s); official records of the degree granted, original or certified copy; record of military service, if any; and record of tuberculosis test or x-ray, if appropriate.

6.093 Financial records are to be kept in the District Treasurer's Office and Building Level Service Records are to be kept in the Building Principal's Office.

6.094 Each teacher shall have the right upon reasonable request to review his/her personnel files, with the exception of confidential references which were used in conjunction with and prior to his/her employment. A representative of the Association may, at the teacher's request,

accompany the teacher in such a review. No teacher shall be required to have an Association member present.

6.095 Teachers shall have the opportunity to reply to critical material by a written statement to be attached to the file copy.

6.096 Teachers shall be informed of any complaint by a parent, student, or administrator which is directed toward the teacher and which will become a matter of record. A teacher so informed shall be given the opportunity to meet with the superintendent before written material is placed in his/her file. Anonymous letters or materials shall not be placed in a teacher's file nor shall they be made a matter of record.

6.097 Each teacher shall acknowledge that he/she has read the material by affixing his/her signature and the date to the copy. Should a teacher refuse to sign, the material shall go into the file without signature. The affixed signature shall not indicate agreement with the content of the materials, but indicates only that the material has been inspected by the teacher.

6.098 No teacher's confidential personnel files shall be opened to the public or any part of the contents thereof be revealed, conveyed, or in any manner be transmitted, directly or indirectly, to the public by the Board or the Administration, or their agents, unless mandatory under law. Any teacher whose files are to be examined by anyone other than the Board, the Administration, or their secretaries in the normal conduct of their work, or officers of government-regulating agencies who have access by virtue of their position, shall have the right to advanced notice and to be present at such examination.

6.099 A teacher shall be entitled to a single copy of any material in his or her own files.

6.10 Tutors

6.101 Regularly employed, hourly paid tutors are also included in the bargaining unit, with the express understanding that tutors are paid on an hourly basis as needed and not in accordance with the salary schedule included in this collective bargaining agreement. Tutors shall not replace classroom teachers.

6.102 The hourly rate for tutors shall be $25.00.

6.103 Tutors shall be entitled to sick leave in accordance with provisions outlined in this Agreement (Article 5.02).

6.104 Tutors shall be entitled to two (2) personal days per school year.

6.105 Full time Tutors are eligible for insurance benefits specified in this Agreement.

6.106 Tutors are eligible for one-year employment contracts only, which shall expire on the dates stated therein unless the Board, upon recommendation of the Superintendent, takes action to offer to said member a renewal of the contract. They are not eligible for multiple-year contracts or continuing contracts.

6.107 Tutors are only entitled to the specific rights delineated in this Article or specifically designated elsewhere in this contract.

6.108 Tutors are entitled to use the grievance procedure contained in this contract for enforcement of said rights.

6.109 Tutors may not bump into the classification of classroom teachers, and classroom teachers may not bump into the classification of tutors.

6.1010 Tutors shall be mailed notification of vacancies at the same time as other Members of the Bargaining Unit during the weeks school is not in session.

6.11 Long-Term Substitutes

6.111 Long term substitutes are defined as substitute teachers placed in the same assignment for more than sixty (60) days.

6.112 Long term substitutes are eligible for one-year employment contracts only. Said contracts shall automatically expire at the end of the school year or upon return to duty of the teacher he/she was hired to replace, whichever comes first. No further action of the Board or notice to the substitute teacher shall be required. Long term substitutes are not eligible for multi-year contracts or continuing contracts. If a temporary assignment should extend over parts of two school years, the long-term substitute shall not have to fulfill the sixty day period more than once.

6.113 A long-term substitute shall be granted a year of service credit only if employed by the South Range Board for a minimum of one hundred twenty (120) days at least four and one-half (4 1/2) hours per day in any one school year.

6.114 Beginning with the sixty-first (61st) day of employment in the same assignment, a long-term substitute shall be placed on the 0 step of the BA salary column if he/she has less than one year teaching experience. If he/she has prior teaching experience of one year or more, he/she shall

be placed on the 1st step of the BA salary column. The long-term substitute shall then receive Article VII insurance benefits.

If a long-term substitute teacher who has been awarded insurance benefits is hired by the Board as a regular teacher for the subsequent school year, the Board shall continue to pay benefits for the months of July and August between the two contracted years.

6.115 Long term substitutes may be evaluated in the same manner as regular teachers, except that the timelines may be adjusted. Article VI - Sections 6.05 (Contract Non-Renewal Procedure) and 6.06 (Reduction in Force) shall not apply to long term substitutes. The provisions of ORC 3319.11 and 3319.111 shall not apply to long term substitutes.

6.116 If the position filled by the long-term substitute becomes vacant, it will be posted for the following school year. The long-term substitute shall receive all notices of postings during his/her time of service and shall have the opportunity to apply.

6.117 Long term substitute teachers who are hired by the board for the next school year under a regular teaching contract or a long-term substitute contract shall be credited with sick days for the July and August which fell between the teaching contracts.

6.12 Waivers for Pilot Programs

6.121 The SREA Executive Committee and the Board shall receive for consideration applications from bargaining unit members in pilot programs requesting a waiver of one or more contract provisions in order to accomplish a goal for that pilot. The waiver must be signed by all members requesting such waivers. Waiver requests, in order to be implemented, must be approved by both the SREA Executive Committee and the Board. If approved, the waiver would continue for the duration of the pilot project, but not beyond the end of the school year for which the request was made. Waivers for subsequent years would be approved in the same manner. If an application is not approved, all parties shall work to find another solution.

6.122 When pilot projects are implemented, it is understood that all teachers, from time to time, may be required to assist in educational activities not covered by their certification or licensure. However, certification and licensure rules shall not be waived in order to assign teachers involuntarily to a classroom assignment outside their areas of certificate or license.

6.13 South Range Local Professional Development Committee

The President of the Association shall appoint three (3) teachers, and the

Superintendent shall appoint two (2) administrators to form the Local Professional Development Committee (LPDC). Teacher members shall receive the tutor hourly rate for hours spent at formal LPDC meetings to a maximum of twelve (12) hours per year, unless the Superintendent at his/her discretion approves more hours due to special circumstances. Upon the request of the President of the Association, and mutual agreement between the President of the Association and the Superintendent, released time may be approved for formal LPDC meetings in lieu of monetary compensation.

6.14 South Range Local Professional Development Planning

Professional development for teachers will be collaboratively created with teachers' input and aligning with district goals, student performance, and/or state mandates. Voluntary professional development meetings may be scheduled during the school year at times agreed upon by the administration and the SREA.

Teachers will be paid at the rate of $25.00/hour for voluntary attendance at professional development meetings.

6.15 Children of Certified/Licensed Full-time Employees

Children of certificated/licensed full-time employees enrolling in schools of the South Range School District must meet current open enrollment guidelines established by the district for the duration of the contract.

ARTICLE VII

SALARY AND BENEFITS

7.01 Salaries

7.011 Salary Schedule Years of Experience Adjustment

Effective on the first workday for teachers for the 2024-2025 school year, the base salary shall be increased 3%, as reflected in 7.02. Effective on the first workday for teachers for the 2025-2026 school year, the base salary shall be increased 3%. Effective on the first workday for teachers for the 2026-2027 school year, the base salary shall be increased 3%.

7.012 In the event of any mandated State or Federal Wage and/or Price Control, any portion of this Agreement which cannot be implemented during the duration of the controls will be implemented at the time such controls are lifted.

7.013 Under no circumstances shall salaries be reduced by any of these provisions.

7.02 Salary Schedules – South Range Local Schools

Salary Schedules - South Range Local Schools

2025/2026

Year	BACH		Year	MAST	
0	1	$40,519.00	0	1.11	$44,976.09
1	1.045	$42,342.36	1	1.16	$47,002.04
2	1.09	$44,165.71	2	1.21	$49,027.99
3	1.135	$45,989.07	3	1.26	$51,053.94
4	1.18	$47,812.42	4	1.31	$53,079.89
5	1.23	$49,838.37	5	1.36	$55,105.84
6	1.28	$51,864.32	6	1.41	$57,131.79
7	1.33	$53,890.27	7	1.465	$59,360.34
8	1.38	$55,916.22	8	1.52	$61,588.88
9	1.43	$57,942.17	9	1.575	$63,817.43
10	1.48	$59,968.12	10	1.63	$66,045.97
11	1.53	$61,994.07	11	1.685	$68,274.52
12	1.58	$64,020.02	12	1.74	$70,503.06
			13	1.8	$72,934.20
			20	1.85	$74,960.15
			25	1.9	$76,986.10

2026/2027

Year	BACH		Year	MAST	
0	1	$41,735.00	0	1.11	$46,325.85
1	1.045	$43,613.08	1	1.16	$48,412.60
2	1.09	$45,491.15	2	1.21	$50,499.35
3	1.135	$47,369.23	3	1.26	$52,586.10
4	1.18	$49,247.30	4	1.31	$54,672.85
5	1.23	$51,334.05	5	1.36	$56,759.60
6	1.28	$53,420.80	6	1.41	$58,846.35
7	1.33	$55,507.55	7	1.465	$61,141.78
8	1.38	$57,594.30	8	1.52	$63,437.20
9	1.43	$59,681.05	9	1.575	$65,732.63
10	1.48	$61,767.80	10	1.63	$68,028.05
11	1.53	$63,854.55	11	1.685	$70,323.48
12	1.58	$65,941.30	12	1.74	$72,618.90
			13	1.8	$75,123.00
			20	1.85	$77,209.75
			25	1.9	$79,296.50

7.03 Modules

Qualifying course work taken during the previous contract year (9/1 to 8/31) must be in by September 15th and shall be paid in a one-time lump sum salary payment and will thereafter be rolled in to the salary calculation for the following years.

7.031 Teachers who accumulate sufficient university credit to qualify for the next level on the salary index shall notify the Board of same by September 15, in order to qualify for the additional increment. An official transcript should be sent as soon as possible to the District Treasurer to verify the qualification.

7.032 For each module of two (2) semester hours or three (3) quarter hours, the index value is .0075 on base salary rounded to the nearest dollar amount. This applies to hours beyond a B.A. degree. The maximum number shall be thirty (30) semester hours or forty-five (45) quarter hours. For each module beyond the M.A. degree, the index value is .012 on base salary. The maximum number shall be the same as the B.A. degree, thirty (30) semester hours or forty-five (45) quarter hours.

All of the above credit for remuneration for additional hours shall be given only for courses taken to further the individual's advancement in the profession of education. Any courses prescribed for courses leading to certification or licensure by the State Department of Education shall be automatically approved. Any courses outside the educational certification or licensure areas must have written prior approval of the Superintendent.

7.033 A teacher who already has fifteen (15) modules beyond the Bachelor's Degree or the Master's Degree will be reimbursed the cost of tuition, and fees for course work required to renew a certificate or license which that teacher already holds. The course work and expenses must be approved by the Superintendent in advance of the teacher's enrollment in the course.

7.034 A teacher may use a workshop or unified workshop sequence in place of university credit for modules under the following circumstances:

- the superintendent, at his/her discretion, gives prior written approval
- 30 participation hours equals one semester hour
- the workshop is directly tied to both the school district's continuous improvement plan and the teacher's professional assignment
- the workshop is sponsored by one or more of the preferred providers
- the workshops are not held during the teacher's regular work day, or
- the workshop is sponsored, designed and provided directly by the South Range Local Board of Education and is approved by the superintendent, at his/her discretion, in writing, for such credit.

The transcript for such module credit shall be the South Range Local School District Workshop for Module Credit Approval Form signed by the superintendent and bearing the district seal.

The Board shall not bear any of the teacher costs associated with attendance at workshops which are approved for module credit.

[Explanatory note: Individual workshops on diverse topics by diverse providers or the equivalent do not accumulate toward module credit but may be submitted to the LPDC for professional development (licensure/certification) consideration.]

7.035 When a teacher has earned in excess of 14.75 modules, but not 15 modules, the treasurer/CFO shall round up the modules to 15 for the purpose of module pay.

7.04 Longevity

All years worked beyond the twelfth (12th) step in the B.A. will result in a payment equal to 1/2% (.005) of the current base salary per year for every year beyond the maximum number of years in the column. All years worked beyond the thirteenth (13th) step in the M.A. will result in a payment equal to 1% (.01) of the current base salary per year for every year beyond the maximum number of years in that column. Longevity payments shall resume during the 2015-2016 school year. Teachers are currently two years behind the above years due to the residual effect of the 2010-2015 freeze. In effect, all years worked beyond the (14th) year in the B.A. will result in a payment equal to ½% (.005) of the current base salary per year for every year beyond the maximum years in the column. All years worked beyond the fifteenth (15th) year in the M.A. will result in a payment equal to 1% (.01) of the current base salary per year for every year beyond the maximum number of years in that column, unless and until further year restoration occurs.

7.05 Mileage

7.051 Bargaining unit members assigned to more than one building during the course of one school day, for regular teaching duties, shall be paid mileage at the I.R.S. rate per mile for travel between buildings.

7.052 Bargaining unit members shall receive prior written approval from the appropriate administrator for any other required employment related travel before being eligible for mileage reimbursement.

7.053 Forms for recording such mileage shall be given upon request to each bargaining unit member involved in travel by his/her principal. Each bargaining unit member shall be notified of the availability of forms. Payment for mileage expense shall be paid each month.

7.06 Payday

7.061 All regular salaries shall be paid on a twelve-month basis, in twenty-six payments of approximately equal amounts.

7.062 Teachers shall receive their pay every other Friday by direct deposit paid and available on payday. Whenever a payday and a holiday fall on the same Friday, the direct deposit notification will be dated for and be available on the Thursday before the Friday holiday.

7.063 Payments shall be made on alternate Fridays unless a vacation occurs, in which case the direct deposit notification will be either mailed so as to be received by the proper Friday or payment will be made before the start of vacation.

7.064 The District Treasurer shall implement a direct deposit program for those teachers who elect to take a direct deposit. All teachers hired with an effective date after 7/1/97 shall be paid by direct deposit.

7.07 Salary Schedule Changes

Should the salary schedule change during the calendar year, teachers' salaries will be recomputed to cover the change.

7.08 Per Diem Rate

The per diem rate shall be determined by dividing the regular teaching salary by one hundred eighty-four (184) days. Such regular teaching salary shall be defined as appropriate salary as per index, modules, and longevity.

7.09 Deductions

Deductions include the following: teacher retirement; United Way - optional; Credit Union - optional; Savings Bonds - optional; Tax-free sheltered annuities - optional; professional dues/fees = 10 equal deductions per year; FCPE; STRS Service Credit Purchases; and Federal, State and Local Income Taxes.

7.10 Prepayment of Salaries

Contracts calling for payment of salaries over a twelve-month period will not be altered by the Board of Education in order for an employee to receive his/her summer salary payments in advance. The Board may, however, waive this regulation at its discretion, if in its opinion, an emergency exists.

7.11 Supplemental Salary

Supplemental salary pay shall be paid over the entire year (stretched) for supplemental contracts granted before the first day of the school year or incorporated with the regular pays (stretched) remaining in the school year for those granted at a later date in the school year or by a single check at the conclusion of the teacher's supplemental duties. The teacher may choose whichever option he/she prefers. If a teacher chooses either "stretch" option and later resigns the supplemental contract or otherwise fails or is unable to complete the work of the supplemental contract, except for reasons of illness which require absence from his/her teaching assignment as well as the supplemental assignment, he/she shall owe to the Board a refund of payment received for work not completed in a proportionate amount. He/she shall sign an authorization for the District Treasurer to adjust his/her salary if such a resignation or non-fulfillment of contract should happen. This authorization is to be signed prior to the start of stretching the supplemental salary.

7.111 Supplemental positions will be paid on the percentages of the base salary. All bargaining unit members holding a contract in the same specific supplemental contract area for five (5) consecutive years or more shall receive a 1% increase on the percentage of the supplemental wage. Any bargaining unit member holding a contract in the same specific supplemental position for an additional 5 consecutive years, shall receive an additional 1% increase not to exceed 2 5-year incremental increases. The teacher shall submit a longevity pay request form upon awarding of the contract.

7.112 Any single supplemental contract may be awarded to more than one employee (split) provided all affected employees, the SREA and the South Range Board of Education agree.

7.113 Supplemental Contract Assignment Percentages
(Computed on base salary)

*Athletic Director	7-12	30%
*Assistant AD	7-12	14%
Ticket Manager	7-12	10%
*Football		
Varsity Coach		20%
Assistant Coach		13%
Assistant Coach		13%
Assistant Coach		13%
Freshman Coach		13%
Freshman Coach		13%
Middle School Coach		9%

Middle School Assistant	7%
Middle School Assistant	7%
Spirit Club	3%
*Volleyball	
Varsity Coach	15%
Asst. Coach	10%
Middle School Coach	8%
Middle School Coach	8%
*Basketball	
Boys Varsity Coach	20%
Boys Assistant Coach	13%
Freshman Coach	13%
Girls Varsity Coach	20%
Girls Assistant Coach	13%
&Freshman Girls Coach	13%
8th Grade Boys	9%
8th Grade Girls	9%
7th Grade Boys	9%
7th Grade Girls	9%
*Track	
Boys Varsity Coach	15%
Boys Assistant Coach	10%
Girls Varsity	15%
Girls Assistant Coach	10%
Middle School Boys	8%
Middle School Girls	8%
Middle School Assistant	7%
*Cross Country &	
Varsity Boys Coach	12%
Varsity Girls Coach	12%
M.S. Coach	7%
*Weightlifting	6%
*High School Golf &	
Varsity Boys Coach	10%
Varsity Girls Coach	10%
*Baseball	
Varsity Coach	12%
Asst. Coach	7%
Asst. Coach	7%

*Softball	
Varsity Coach	12%
Asst. Coach	7%
Asst. Coach	7%
*Wrestling	
High School	10%
H.S. Assistant	7%
Middle School	6%
*Soccer	
Varsity Boys Coach	12%
Varsity Girls Coach	12%
Assistant Girls Coach	8%
Assistant Boys Coach	8%
*Swim &	
Head Coach	8%
*Cheerleaders	
High School	11%
Asst. High School	5%
Middle School	7%
*Drama Coach	9%
*Asst. H.S. Drama	4.5%
*M.S. Drama	4%
*Music	
High School/ Summer Band	15%
High School Vocal	9%
Asst. HS Band Director	8%
Asst. HS Band Director	8%
Middle School Vocal	3%
Middle School Band	5%
Musical Director	4.5%
Yearbook Advisor	8%
MS Yearbook Advisor	4%
Class Advisor	
Senior	10%
Junior	10%
Student Council	
High School	8%
Middle School	4%

Facility Coordinator	10%
National Honor Society	5%
Future Teachers of America	
Advisor	4%
*Majorettes/Flagline	
High School	6%
Key Club Advisor	4%
Chaperones	
Full Dance	$20.00
After Games	$15.00
Camp Fitch	$100.00
Speech & Debate	
Head Coach	8%
Assistant Coach	4%
M.S. Club (undesignated)	3%

Not to exceed 12% total

Academic Challenge	4%
Saturday Morning Detention	$10.00 p/hour
Power of the Pen	3%
English Festival	3%
History Day	$50.00
Elementary Music Director	$50.00/event (after school performance)
Event/Principal Replacement Dean	$25.00 per hour
Elementary Supervision/Orientation	$20 per event per teacher

Lead Mentor – $500 for each teacher mentored by another teacher. He/she is eligible to mentor a teacher directly himself/herself as well

Extended contracts (to be paid at per diem rate):

High School Guidance	Ten (10) days
Middle School Guidance	Ten (10) days
Elementary School Guidance	Five (5) days
High School Family & Consumer Science	Three (3) days
Special Ed. Teachers	1 extended day for Spec. Ed. Planning and prep 2 released days for up to 10 caseloads +1 released day for 11-15 +1 released day for 16 or over

Note: The South Range Treasurer will provide to bargaining unit members a list of those supplemental contracts that require a pupil activity permit.

Key: * Pupil Activity Permit Required

& Posting will be filled based upon participation numbers. TBD at the start of the season by the Superintendent. The supplemental contract position of Assistant High School Golf Coach will be compensated at an amount of four percent (4%), which shall be applied to the Bachelor's minimum base salary. If there are enough female athletes to participate as a high school golf team by the first competition of the season, the supplemental/contract position of Assistant High School Golf Coach compensation will increase from four percent (4%) to ten percent (10%) equitable to the percentage in section 7.113 percentage of High School Golf. This concept applies to golf, swim and cross country.

& Cross Country

Head Coach	12%
Assistant Coach	7%

& Golf

Head Coach	10%
Assistant Coach	4%

& Swim

Boys Team	8%
Girls Team	8%

7.12 Insurances: General Provisions

The Board shall self-insure and/or purchase insurance coverage, including major medical and prescription coverage as well as dental coverage which meets or exceeds the specifications set forth below for each employee, so choosing, now or hereinafter employed, and his/her eligible dependents. The Board shall abide by the requirements of the Consolidated Omnibus Budget Reconciliation Act of 1985, P.L. 99-272, Title XXII "Public Health Services Amendments."

The Board may change carrier(s) for any of the insurance programs contained herein provided that such coverage and services shall not be less than provided on the effective

date of this Contract. The Association shall be notified thirty (30) days in advance of any proposed change in carriers.

[Explanatory note: The Board purchases liability insurance for teaching and other employees or otherwise indemnifies teachers as required in ORC 3313.203.]

7.13 Term Life Insurance

The Board shall provide one hundred percent (100%) of the premium cost for group term life insurance in the amount of fifty thousand dollars ($50,000) which includes an equal amount ($50,000) of accidental death and dismemberment coverage for each teacher now or hereinafter employed.

7.14 Basic Hospitalization/Major Medical/Dental/MMRX Coverage

7.141 The Board shall provide the premium cost for Basic Hospitalization/Major Medical, Dental Coverage, MMRX, except that each bargaining unit member who elects to take any or all of the coverage offered shall pay, by payroll deduction, over twenty-four (24) pays to be deducted from the first 2 pays during any three-pay month, part of the premium for that coverage according to the following schedule:

Contract Year	Two Adults (TA)	Family (F)	E+ Child(ren) (EC)	Single (S)
2025-2027	12%	12%	12%	12%

The parties agree to the following plan design changes:

BENEFITS	2025 - 2026	2026 - 2027
Deductible (S/F)	$350 / $700	$400 / $800
Co-Insurance %	85% / 15%	85% / 15%
Co-Insurance Maximum	$700 / $1,400	$800 / $1,600
Maximum OOP (S/F)	$6,600 / $13,200	$6,600 / $13,200
Office Co-Pay (PCP)	$20	$20
Office Co-Pay (Specialist)	$40	$40
Urgent Care Co-Pay	$30	$30
Emergency Room Co-Pay	$200 + 15%	$200 + 15%
Prescription Drug (30-day)		

Generic	$5	$5
Preferred Brand	$20	$20
Non-Preferred Brand	$35	$35
Specialty Rx	$50	$50
Prescription Drug (90-day)		
Generic	$10	$10
Preferred Brand	$40	$40
Non-Preferred Brand	$70	$70
Specialty Rx	N/A	N/A

Bargaining unit members are under The South Range Benefit Plan which can be found in Appendix F. Changes to the plan could occur if required by law.

The open enrollment period for the South Range Benefits Plan is between August 15 and September 15; however, this is subject to change if a change in carrier.

Bargaining unit members who begin coverage during the contract year due to a qualifying event shall pay an amount proportionate to the number of months they are covered.

7.142 Effective September 1, 2009, spouses of employees covered by South Range Schools have been required to join the insurance program for at least single coverage at their place of employment or retirement system/Medicare if it is available at a monthly cost of $350.00 or less.

Claims for spouses of South Range employees will not be processed by the third party administrator until a Coordination of Benefits (COB) form is on file in the South Range Treasurer's office. South Range School employees shall be responsible for submitting an updated COB form immediately when a change occurs in their spouse's insurance eligibility or existing coverage. Enrollment of spouses at their place of employment assigns the spouses employer's insurance carrier as primary coverage but shall not prohibit South Range employees from using South Range coverage as secondary coverage for their spouse if the employee so desires.

7.143 Flexible Spending Account (FSA)

Eligible bargaining unit members may contribute to an Internal Revenue Service Section 125 Plan which will include an employee funded flexible spending account up to a maximum of $3,200 annually. FSA funds allow eligible bargaining unit members to use pretax dollars for qualified medical expenses not covered by their health plan. This can include co-pays, deductibles and a variety of medical products. Also covered are services

ranging from dental and vision care to eyeglasses and hearing aids. If the employee's spouse has a plan through their employee, the spouse can contribute up to $3,200 to that plan. In this situation, the couple can jointly contribute up to $6,400 for their household. The Board shall pay all administrative costs of the Section 125 Plan. Election for this plan can be made only once per year.

7.144 Section 125 Plan

Insurance Opt-Out Program

Full-time employees of the South Range Local Board of Education who are spouses of each other who have no dependents shall each receive single health insurance coverage. Each shall remain eligible for "the opt-out" provision listed in 7.144D of the Agreement at the rate of .5 per spouse.

A. Bargaining unit members who will be eligible for the opt-out program will be:

1. Members who are enrolled in the family coverage hospitalization insurance program as of September 1 and continue to be eligible for medical insurance.

2. All new employees who are eligible for the insurance program and are employed by October 1, provided he/she opts out within ten (10) work days following employment.

3. New employees after October 1 of any year are eligible for a pro-rata amount of the opt-out, provided he/she opts out within ten (10) work days following employment.

B. Each member must notify the Board Treasurer in writing of his/her intent to opt out of the insurance program by September 15th of the year for which the employee intends to opt out. A decision to opt out of hospitalization insurance coverage will continue in force from year to year unless the bargaining unit member revokes the opt-out in writing.

C. Each member opting out of the program must remain out of the program for the entire period of time from September 1 to August 31 of the following year and must be actively employed through the last day of the school year to be eligible for payment.

D. Persons who are eligible for this program shall be paid as follows:

a. Eligible for and/or who are enrolled in the family coverage opting out shall be paid $1600 annually.

b. Eligible for and/or who are enrolled in Employee + Spouse (Two Adults) opting out shall be paid $1,200 (with the exception of married employees without children who are subject to .5 per spouse/employee).

c. Eligible for and/or who are enrolled in Employee + Dependents opting out shall be paid $1,000 annually.

d. Eligible for and/or who are enrolled in Single option opting out shall be paid $800 annually.

E. The cash sum payment shall be paid at the end of each school year on or before June 30.

F. Any bargaining unit member who elected to opt-out of the hospitalization insurance program and who involuntarily loses part or all of other insurance coverage, or where there has been a significant change in the health coverage of the employee or spouse attributable to the spouse's employment, will be permitted to re-enroll in the hospitalization insurance program. Members may also re-enroll if there is a change in family status, including marriage or divorce of the employee, the death of the employee's spouse or a dependent, or the birth or adoption of a child of the employee. Notice of intent to enroll will be provided to the Treasurer as soon as possible after the involuntary loss of coverage or change in family status and will become effective subject to the provisions of the contact with the carrier. A bargaining unit member returning to the insurance program will not be eligible to receive the one-time cash payment, or any portion thereof.

G. In the event an opted-out employee leaves the system and returns in the same school year, the employee may not then elect insurance coverage for the remainder of the school year or vice-versa.

7.17 Severance Pay

The Board agrees to give each teacher who retires a cash sum upon retirement equal to one-fourth (1/4) the number of days accumulated sick leave at a per diem rate at the time of retirement. The maximum benefit paid under this provision shall be one-fourth (1/4) of two hundred and forty days (240), which is sixty (60) days.

7.171 To be eligible for any payment for unused sick leave severance coverage, the teacher must retire from the State Retirement System of Ohio.

7.172 If the teacher retires effective on or after the last employee contracted day for teachers as set forth in 8.10, the teacher will be considered to have

accumulated days in June, July, and August, and then severance will be calculated based on those days up to two hundred forty (240).

7.173 The teacher must have taught or have been employed for no less than ten (10) years in the South Range School District.

7.174 The teacher must give advance notice to the Board no later than January 1 of the year they are planning to retire. The Board may waive this requirement at its discretion if, in its opinion, an emergency or extenuating circumstances exist.

7.175 Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the teacher at the time of retirement.

7.176 Severance pay benefits for an eligible teacher who dies while on active pay status or on a leave of absence shall be paid to the member's life insurance beneficiary.

7.177 Payment of severance shall be made as follows: one half (1/2) of the total amount of severance shall be paid in the first (1st) available pay period following proof of payment to the District Treasurer (STRS payment stub) and one half (1/2) of the total amount of severance pay shall be paid by March 31st of the year following the year in which the employee retires unless the severance amount is less than $10,000.00. Severance amounts of $9,999.00 or less shall be paid immediately after the employee provides to the District Treasurer proof of the first payment of retirement benefits under STRS.

7.18 Employment of Retired South Range Teachers

Bargaining unit members who elect to retire:

7.181 May be reemployed at the discretion of the Board of Education for a one-year contract placed at Step 1 of the appropriate education column.

7.182 If reemployed, all subsequent contract(s) shall be for a period of one year.

7.183 Any and all contracts entered into as a result of this section will automatically expire at the end of the contract period without further notice, process, or challenge by the employee under law or the terms of this Agreement.

7.19 Worker's Compensation

Teachers and school employees are covered by the Worker's Compensation Law which provides compensation for workers and their dependents for death, work related injuries or occupational diseases occasioned in the course of such worker's employment.

Any work-related injury or occupational disease shall be reported to the principal and an incident report shall be completed within twenty-four (24) hours after the teacher

becomes aware of the injury or condition, unless the teacher is hospitalized or otherwise unable to so report.

7.20 Board Pickup of Member Contributions to STRS

In accordance with Internal Revenue Service (IRS) Rulings 77-462, 81-35 and 81-36, the Association and the Board agree to a pick-up of member contributions to State Teachers Retirement System of Ohio (STRS), provided the dollar amount to be "picked up" by the Board shall be in compliance with all federal and state laws and IRS Rules and Regulations affecting this matter and shall be at no cost to the Board. Procedure for pickup shall be as directed by STRS and IRS.

7.21 Tuition

In the event that open-enrollment is discontinued, children of full-time certificated/ licensed teachers who work for the South Range Local Board of Education shall attend South Range Local Schools tuition free.

ARTICLE VIII

WORKING CONDITIONS

8.01 Each classroom will be equipped with a teacher's desk and chair, chalkboard/dry erase board, filing cabinet, and bulletin board.

8.02 The Board will provide teachers with necessary textbooks, materials and classroom supplies.

8.03 Teacher In-service Days

8.031 Teachers will be consulted in planning in-service programs. One in-service day prior to the beginning of the school year shall be reserved for district-wide and building level meetings. One in-service day prior to the beginning of the school year shall be designated as a teacher work day.

8.032 The teacher work day shall occur after the first (1st) of August, three weeks prior to opening day at the teacher's discretion, with notification to the building principal. The day must be one seven (7) hour, fifteen (15) minute workday. The room must be cleaned by custodians before using the workday.

8.033 An in-service day may be scheduled in lieu of the NEOEA Day in-service day obligation, if approved in advance by the Board and Administration. This day may be scheduled prior to school opening or during the school year.

8.04 Teachers are encouraged to discuss discipline concerns with their building administrators to facilitate a safe, secure working environment.

8.05 Substitutes

8.051 Employment of Substitutes

If the District's automated system fails to secure a qualified substitute for an absent bargaining unit member, the building principal in each building shall be responsible for taking all reasonable steps to secure a qualified substitute.

Planned absences (such as personal leave, professional leave or extended leave(s)), etc.) shall be reported at least forty-eight (48) hours in advance of the absence.

8.052 Assignment of Bargaining Unit Members

If the building principal or designee is unable to secure a qualified substitute for an absent bargaining unit member, then the building principal or designee may assign a non-absent bargaining unit member during his/her planning/conference period to assume the instructional responsibilities of the absent bargaining unit member provided such assignment is on a rotating basis of the bargaining unit members available during each instructional period.

8.053 Forms

Each principal shall make available to each bargaining unit member a standard claim form for compensation.

8.054 Compensation

Bargaining unit members shall be compensated at the rate of twenty ($20) dollars per instructional period or the equivalent thereof. The rate of pay of twenty ($20) dollars per hour shall be provided to teachers in the event that administration approves credit-recovery instruction during his/her planning/ conference period.

8.06 Teachers are encouraged to discuss concerns regarding textbooks, materials, supplies, and other factors affecting their working conditions and environment with their building administrators.

Teachers and building administrators are encouraged when appropriate to develop site-based decisions to meet problems and conditions unique to that building.

8.07 Every effort will be made to obtain substitute teachers qualified in the field of study in which they are substituting in grades K-12.

8.08 Each teacher shall be afforded a minimum of one forty (40) minute preparation period per day within the school day.

Teachers shall obtain permission from the Building Principal when leaving the building during their conference period.

8.081 Classroom teachers in Grades K-5 will not have playground duty. Use of this time will be at the discretion of the building principal.

8.09 All teachers shall have access to a computer in their classroom or in a workroom. Teachers shall have a private place to make phone calls.

8.10 School Year

The school calendar shall not exceed one hundred eighty-four (184) employee contracted days. Any extension of the school year is a mandatory subject of bargaining as per 4117.08 ORC.

The instructional year shall not exceed (178) days, nor be less than 1001 hours. The remaining days in which students are not receiving instruction shall be scheduled as teacher in-service days.

If instructional days are lost due to inclement weather or other calamity, the staff will not be required to make up the first (5) days lost to calamity but will be required to make up all other lost days to fulfill their contract. Teachers will be required to update student work/assignments during calamity days. Teachers will provide to students a "window" of time on calamity days to clarify any academic questions that students may have via the teacher's school issued email account on equipment provided by the Board. In the event of excess non-student attendance days beyond calamity day #5, employees will have work hours verified and pre-approved by building principal as contractual work days.

Upon the fifth (5th) calamity day, one (1) Board Member, the Superintendent, one (1) building principal and three (3) Association representatives shall meet to monitor and determine if the academic school year is in compliance with the minimum number of hours of instruction as required by the Ohio Department of Education.

Based upon the number of instructional days received to date and the potential for additional calamity days, the Board of Education by resolution, may amend the school year calendar in consultation with the SREA.

Teachers shall be required to attend two parent conference days, each consisting of the following hours:

Elementary, Middle, and High School Teachers: 1:30 – 8:30 p.m.*

*A one-half hour dinner break shall be scheduled during conference hours.

There will be no school for students and teachers the day following evening parent conferences.

A good faith effort shall be made by the Board of Education to schedule Fall Conferences on the Thursday evening before NEOEA day with no school for students and teachers on the Wednesday before Thanksgiving.

A good faith effort shall be made by the Board of Education to schedule Winter Conferences on the Thursday before Presidents' Day with no school for students and teachers on the Friday before Presidents' Day.

The Association shall be afforded a reasonable opportunity to comment on the regular school calendar before the calendar is finalized and approved by the Board.

8.11 School Day

Under normal conditions, and exclusive of teacher's meetings the school work day for teachers shall not exceed seven (7) hours and fifteen (15) minutes inclusive of the thirty (30) minute duty free, uninterrupted lunch as scheduled by the Board and the Administration. Teachers shall notify the office when they plan to leave the building during their lunch period.

Staff meetings outside of the school day, including grade level meetings, shall not exceed nine per school year and shall be scheduled contiguous to the school day.

8.12 Communication Committee

A communication committee will be established. The committee will be comprised of no more than four (4) teachers selected by the Association, and four (4) representatives of the Administration. Each party will appoint representatives in a manner to facilitate at least partial continuity of membership on the committee.

The Superintendent or his/her designee will be chairperson of the committee, which shall meet at least four (4) times per year (twice per semester). This person shall be appointed the chairperson by the end of the second week in September and the committee must meet by the end of the first week in October. At least five (5) school days prior to a committee meeting a tentative agenda will be established to promote more informed discussions. The purpose of this committee is to facilitate discussion of matters of concern of the teachers and the administration and to promote positive working relationships. Meetings are not intended to be complaint sessions.

Meetings shall not deal with the implementation or administration of the negotiated agreement unless the majority of the committee agrees to do so.

The Communication Committee, its meetings, discussions that take place, and resolutions reached shall in no way be construed as collective bargaining negotiations.

8.13 Smoke Free Environment

The buildings, facilities, and grounds of the South Range Local School District shall be designated as smoke free areas. There shall be no smoking permitted by bargaining unit members on school property.

New employees will be informed of this provision in the contract.

8.14 Safety Committee

The Superintendent shall appoint one (1) teacher from each building to a Safety Committee which shall meet once per semester. Any teacher who believes there is a safety hazard shall report it to the committee before taking any other action.

ARTICLE IX

EFFECTS OF THE AGREEMENT

9.01 This Master Contract represents the full understanding and commitment between the parties and replaces all previous agreements, both written and/or implied. This Contract may be added to, deleted from or otherwise changed only by an amendment properly signed by the Board and the Association. Neither party shall have a duty to negotiate with respect to any matter during the period of this Contract, except as required by Ohio Revised Code 4117.

9.02 If there is a conflict between the express terms of this Contract and the Board's policy or practice regarding teachers, then the terms of the Contract shall prevail.

9.03 No Reprisals

The Board and the Administration agree that there will be no reprisals of any kind taken against the teachers for action taken relative to negotiations, and/or membership representation, and/or holding office in the Association, and/or for the filing of a grievance.

9.04 No Strike/No Lockout Clause

During the duration of this Agreement neither the Association, its agents, and/or teachers shall engage in, assist in, sanction or approve any strike, slowdown, withholding of services, or any other concerted effort which interferes with, impedes, or impairs the normal operation of the South Range Schools. The Board shall not engage in any form of lockout during the duration of this Contract.

9.05 Severability

If any provision of this Contract or any application of this Contract to any individual teacher or group of teachers shall be found contrary to law, then such provision or

application shall not be deemed valid and subsisting except in the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

9.06 Distribution

Within thirty (30) days after this Contract is signed, an agreed number of copies of this Contract shall be reproduced as agreed to by the Board and the Association. The Board shall distribute copies to the Board members and Administrators. The Association shall distribute one (1) copy to each teacher electronically at the beginning of the school year. Excess copies shall be the property of the Association. The cost of the printing shall be shared equally by the Board and the Association.

9.07 Duration of Contract

This Contract shall be effective at 12:01 A.M. on July 1, 2025, and shall continue in full force and effect until midnight June 30, 2027.

In witness whereof, the parties have caused this Contract to be executed on the day and year first mentioned above.

(The remainder of this page intentionally left blank.)

AGREEMENT

This Contract between the parties is attested to by the representatives whose signatures appear below.

South Range Education Association

By: _____
President

By: _____
Bargaining Team Member

By: _____
Bargaining Team Member

By: _____
Bargaining Team Member

By: _____
Bargaining Team Member

South Range Board of Education

By: _____
President

By: _____
Bargaining Team Member

By: _____
Bargaining Team Member

By: _____
Bargaining Team Member

By: _____
Bargaining Team Member

(The remainder of this page intentionally left blank.)

GRIEVANCE REPORT FORM

SOUTH RANGE LOCAL SCHOOLS

Grievance #_____

FORM A

A. Date Cause of Alleged Grievance Occurred_____

B. 1. Statement of Grievance _____

_____

_____

_____

_____

2. Relief Sought _____

_____

_____

_____

_____

_____

_____ _____
Signature Date

C. Disposition by Principal or Immediate Superior_____

_____

_____

_____

_____

_____ _____
Signature Date

GRIEVANCE REPORT FORM

SOUTH RANGE LOCAL SCHOOLS

Grievance #_____

FORM B

A. Position of Grievant and/or Association_____

_____

_____

_____

_____

_____

_____ _____
Signature Date

B. Date Received by Superintendent_____

C. Disposition by Superintendent _____

_____

_____

_____

_____

_____

_____ _____
Signature Date

GRIEVANCE REPORT FORM

SOUTH RANGE LOCAL SCHOOLS

Grievance #_____

FORM C

A. Position of Association _____

_____

_____

_____

_____

_____

_____ _____
Signature Date

B. Date Submitted to Arbitration _____

C. Disposition and Award of Arbitrator _____

_____

_____

_____

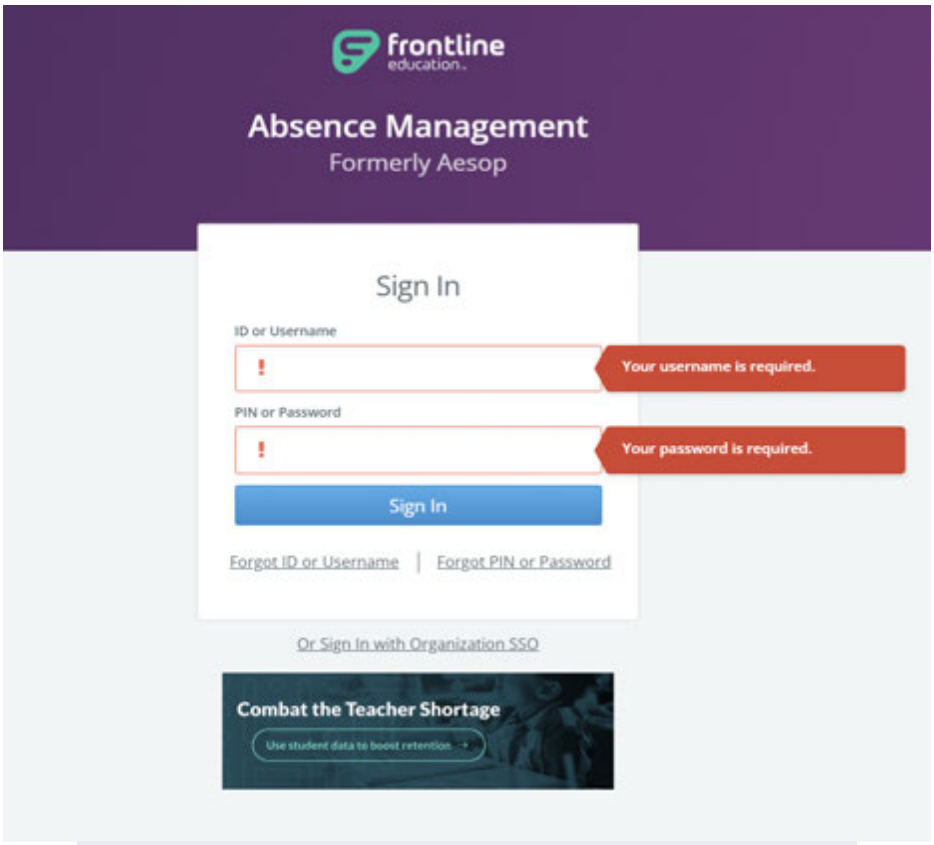
_____

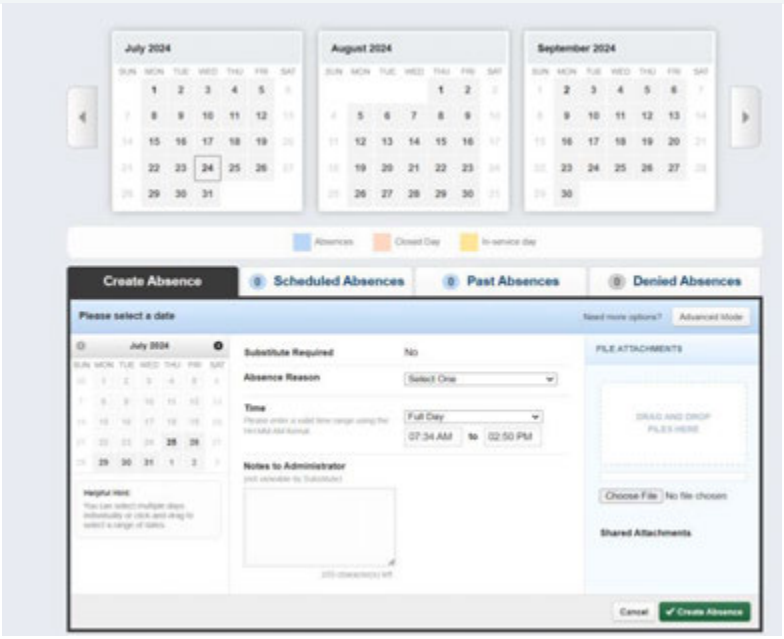
_____

_____ _____
Signature Date

Frontline Screen Shots

Personal, Professional & Sick Leave:





NEW SYSTEM IS REPLACING THIS HR KIOSK SYSTEM - TBD

LIST OF SOME FORMS USED

- ★ W-4 or W-4A Federal Withholding (initial and/or changes)
- ★ Ohio Withholding (initial and/or changes)
- ★ City Income Tax (initial and/or changes)
- ★ Address Changes
- ★ STRS forms
- ★ Hospitalization Membership Enrollment Forms/Change Forms
- ★ Life Insurance Membership Enrollment Forms/Change Forms
- ★ Election for Medicare Coverage (for both spouse and employee at age 65) Provided by MMO as needed
- ★ ASECU Credit Union Deduction Forms
  Annuity Agreement & Authorization Forms
  Personal Insurance Agreements
- ★ Dental Insurance Agreements
- ★ Extra-Curricular Pay Forms
- ★ Extended Pay Forms
- ★ Severance Pay Forms
- ★ Extra Study Increments Form
- ★ Certification of Accumulated Sick Leave (on written request)
- ★ All Application Forms

★ Can be obtained through the District Treasurer's Office, and/or school offices. (Example: W-4 and W-4A are also available from an Internal Revenue Service Office.)

Annuity deduction authorization forms are available at the Treasurer's office. Other insurance investment type deductions are available from the providers of services.

Summary of Benefits and Coverage: What this Plan Covers & What You Pay For Covered Services
South Range Local Schools : Plan 1

Coverage Period: 10/01/2025- 09/30/2026
Coverage for: Single or Family | Plan Type: PPO

The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered health care services. NOTE: Information about the cost of this plan (called the premium) will be provided separately.

This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, call 800-540-2583. For general definitions of common terms, such as **allowed amount**, **balance billing**, **coinsurance**, **copayment**, **deductible**, **provider**, or other underlined terms see the Glossary. You can view the Glossary at MedMutual.com/SBC or call 800-540-2583 to request a copy.

Important Questions	Answers	Why This Matters:
What is the overall deductible?	**$350/single,$700/family Network** **$700/single,$1,400/family Non-Network**	Generally, you must pay all of the costs from providers up to the **deductible** amount before this **plan** begins to pay. If you have other family members on the **plan**, each family member must meet their own individual **deductible** until the total amount of **deductible** expenses paid by all family members meets the overall family **deductible.**
Are there services covered before you meet your deductible?	**Yes. Certain preventive care and all services with copayments are covered and paid by the plan before you meet your deductible.**	This **plan** covers some items and services even if you haven't yet met the **deductible** amount. But a **copayment** or **coinsurance** may apply. For example, this **plan** covers certain **preventive services** without **cost-sharing** and before you meet your **deductible**. See a list of covered **preventive services** at https://www.healthcare.gov/coverage/preventive-care-benefits/.
Are there other deductibles for specific services?	No	You don't have to meet **deductibles** for specific services.
What is the out-of-pocket limit for this plan?	**Coinsurance Limit:** **$700/single,$1,400/family Network** **$1,400/single,$2,800/family** Non-Network **Out-of-pocket Limit:** **$6,600/single,$13,200/family Network** **Unlimited/single,Unlimited/family** Non-Network	The **out-of-pocket limit** is the most you could pay in a year for covered services. If you have other family members in this **plan**, they have to meet their own **out-of-pocket limits** until the overall family **out-of-pocket limit** has been met.
What is not included in the out-of-pocket limit?	Certain **specialty drugs**, **premiums**, balance-billed charges and health care this **plan** doesn't cover.	Even though you pay these expenses, they don't count toward the **out-of-pocket limit.**

Will you pay less if you use a network provider?	Yes, See MedMutual.com/SBC or call 800-540-2583 for a list of participating providers.	This plan uses a provider network. You will pay less if you use a provider in the plan's network. You will pay the most if you use an out-of-network provider, and you might receive a bill from a provider for the difference between the provider's charge and what your plan pays (balance billing). Be aware your network provider might use an out-of-network provider for some services (such as lab work). Check with your provider before you get services.
Do you need a referral to see a specialist?	No	You can see the specialist you choose without a referral.



All coinsurance costs shown in this chart are after your deductible has been met, if a deductible applies. Services with copayments are covered before you meet your deductible, unless otherwise specified.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provicer (You will pay the least)	Non-Network Provider (You will pay the most)	
If you visit a health care provider's office or clinic	Primary care visit to treat an injury or illness	$20 copay/visit	35% coinsurance	None
	Specialist visit	$40 copay/visit	35% coinsurance	None
	Preventive care/ screening/ immunization	No charge	35% coinsurance	You may have to pay for services that aren't preventive. Ask your provider if the services you need are preventive. Then check what your plan will pay for.
If you have a test	Diagnostic test (x-ray)	15% coinsurance	35% coinsurance	None
	Diagnostic test (blood work)	15% coinsurance	35% coinsurance	None
	Imaging (CT/PET scans, MRIs)	15% coinsurance	35% coinsurance	None

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Non-Network Provider (You will pay the most)	
If you need drugs to treat your illness or condition More information about **prescription drug coverage** is available at MedMutual.com/SBC	Generic copay - retail Tier 1	$5	See Plan Documents for Details	Covers up to a 30-day supply.
	Generic copay - home delivery Tier 1	$10	See Plan Documents for Details	Covers up to a 90-day supply.
	Preferred brand copay - retail Tier 2	$20	See Plan Documents for Details	Covers up to a 30-day supply.
	Preferred brand copay - home delivery Tier 2	$40	See Plan Documents for Details	Covers up to a 90-day supply.
	Non-preferred brand copay - retail Tier 3	$35	See Plan Documents for Details	Covers up to a 30-day supply.
	Non-preferred brand copay - home delivery Tier 3	$70	See Plan Documents for Details	Covers up to a 90-day supply.
	Specialty drugs	$50 or the max of any available manufacturer-funded copay assistance	See Plan Documents for Details	Covers up to a 30 day supply. Certain specialty drugs are considered non-essential health benefits and therefore do not apply to the out-of-pocket maximum. They will also be subject to higher cost-share.
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	15% coinsurance	35% coinsurance	None
	Physician/surgeon fees (Outpatient)	15% coinsurance	35% coinsurance	None
If you need immediate medical attention	Emergency room care	$200 copay/visit, 15% coinsurance		None
	Emergency medical transportation	15% coinsurance		None
	Urgent care	$30 copay/visit	35% coinsurance	None
If you have a hospital stay	Facility fee (e.g., hospital room)	15% coinsurance	35% coinsurance	None
	Physician/ surgeon fee (inpatient)	15% coinsurance	35% coinsurance	None
If you need mental health, behavioral health, or substance abuse services	Outpatient services	Benefits paid based on corresponding medical benefits		None
	Inpatient services	Benefits paid based on corresponding medical benefits		None

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Non-Network Provider (You will pay the most)	
If you are pregnant	Office visits	No charge	35% coinsurance	Cost sharing does not apply to certain preventive services. Depending on the type of services, copay, coinsurance or deductible may apply. Maternity care may include tests and services described elsewhere in the SBC (i.e. ultrasound).
	Childbirth/delivery professional services	15% coinsurance	35% coinsurance	None
	Childbirth/delivery facility services	15% coinsurance	35% coinsurance	None
If you need help recovering or have other special health needs	Home health care	15% coinsurance	35% coinsurance	(90 visits per benefit period)
	Rehabilitation services (Physical Therapy)	15% coinsurance	35% coinsurance	(30 visits, then Medical Review - Professional; unlimited - Institutional)
	Habilitation services (Occupational Therapy)	15% coinsurance	35% coinsurance	(30 visits, then Medical Review - Professional; unlimited - Institutional)
	Habilitation services (Speech Therapy)	15% coinsurance	35% coinsurance	(20 visits, then Medical Review - Professional; unlimited - Institutional)
	Skilled nursing care	15% coinsurance	35% coinsurance	(120 days per benefit period)
	Durable medical equipment	15% coinsurance	35% coinsurance	None
	Hospice services	15% coinsurance	35% coinsurance	None
If your child needs dental or eye care	Children's eye exam	No charge	35% coinsurance	None
	Children's glasses	Not Covered		Excluded Service
	Children's dental check-up	Not Covered		Excluded Service

Excluded Services & Other Covered Services:

Services Your Plan Generally Does NOT Cover (Check your policy or plan document for more information and a list of any other excluded services.)

- Acupuncture
- Children's dental check-up
- Children's glasses
- Cosmetic Surgery
- Dental Care (Adult)
- Hearing Aids
- Infertility Treatment
- Long-Term Care
- Non-emergency care when traveling outside the U.S.
- Routine Foot Care
- Weight Loss Programs

Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your plan document.)

- Bariatric Surgery
- Chiropractic Care
- Private-Duty Nursing
- Routine Eye Care (Adult)

Your Rights to Continue Coverage: There are agencies that can help if you want to continue your coverage after it ends.The contact information for those agencies is: the Department of Health and Human Services, Center for Consumer Information and Insurance Oversight, at 877-267-2323 x61565 or ccilo.cms.gov. Other coverage options may be available to you, including buying individual insurance coverage through the Health Insurance Marketplace. For more information about the Marketplace, visit HealthCare.gov or call 800-318-2596.

Your Grievance and Appeals Rights: There are agencies that can help if you have a complaint against your plan for a denial of a claim. This complaint is called a grievance or appeal. For more information about your rights, look at the explanation of benefits you will receive for that medical claim. Your plan documents also provide complete information to submit a claim, appeal, or a grievance for any reason to your plan. For more information about your rights, this notice, or assistance, contact your plan at 800-540-2583.

Does this plan provide Minimum Essential Coverage? Yes.

Minimum Essential Coverage generally includes plans, health insurance available through the Marketplace or other individual market policies, Medicare, Medicaid, CHIP, TRICARE, and certain other coverage. If you are eligible for certain types of Minimum Essential Coverage, you may not be eligible for the premium tax credit.

Does this plan meet Minimum Value Standards? Yes.

If your plan doesn't meet the Minimum Value Standards, you may be eligible for a premium tax credit to help you pay for a plan through the Marketplace.

To see examples of how this plan might cover costs for sample medical situations, see the next section

The coverage example numbers assume that the patient does not use an HRA or FSA. If you participate in an HRA or FSA and use it to pay for out-of-pocket expenses, then your costs may be lower.

About these Coverage Examples:



This is not a cost estimator. Treatments shown are just examples of how this plan might cover medical care. Your actual costs will be different depending on the actual care you receive, the prices your providers charge, and many other factors. Focus on the cost sharing amounts (deductibles, copayments and coinsurance) and excluded services under the plan. Use this information to compare the portion of costs you might pay under different health plans. Please note these coverage examples are based on self-only coverage.

Peg is Having a Baby (9 months of in-network pre-natal care and a hospital delivery)		Managing Joe's Type 2 Diabetes (a year of routine in-network care of a well-controlled condition)		Mia's Simple Fracture (in-network emergency room visit and follow up care)	
▪ The plan's overall deductible	$350	▪ The plan's overall deductible	$350	▪ The plan's overall deductible	$350
▪ Specialist copay	$40	▪ Specialist copay	$40	▪ Specialist copay	$40
▪ Hospital (facility) coinsurance	15%	▪ Hospital (facility) coinsurance	15%	▪ Hospital (facility) coinsurance	15%
▪ Other coinsurance	15%	▪ Other coinsurance	15%	▪ Other coinsurance	15%
This EXAMPLE event includes services like:		**This EXAMPLE event includes services like:**		**This EXAMPLE event includes services like:**	
Specialist office visits (*prenatal care*)		Primary care physician office visits (*including disease education*)		Emergency room care (*including medical supplies*)	
Childbirth/Delivery Professional Services		Diagnostic tests (*blood work*)		Diagnostic test (*x-ray*)	
Childbirth/Delivery Facility Services		Prescription drugs		Durable medical equipment (*crutches*)	
Diagnostic tests (*ultrasounds and blood work*)		Durable medical equipment (*glucose meter*)		Rehabilitation services (*physical therapy*)	
Specialist visit (*anesthesia*)					
Total Example Cost	**$12,700**	**Total Example Cost**	**$5,600**	**Total Example Cost**	**$2,800**
In this example, Peg would pay:		**In this example, Joe would pay:**		**In this example, Mia would pay:**	
Cost Sharing		*Cost Sharing*		*Cost Sharing*	
Deductibles	$350	Deductibles	$100	Deductibles	$350
Copayments	$0	Copayments	$500	Copayments	$300
Coinsurance	$700	Coinsurance	$0	Coinsurance	$300
What isn't covered		*What isn't covered*		*What isn't covered*	
Limits or exclusions	$60	Limits or exclusions	$20	Limits or exclusions	$0
The total Peg would pay is	**$1,110**	**The total Joe would pay is**	**$620**	**The total Mia would pay is**	**$950**

Note: These numbers assume the patient does not participate in the plan's wellness program. If you participate in the plan's wellness program, you may be able to reduce your costs. For more information about the wellness program, please contact: 800-540-2583.

The plan would be responsible for the other costs of these EXAMPLE covered services.

SCHEDULE OF BENEFITS/DENTAL

Dental Expense Coverage	
Calendar Year Deductible	$25.00 per Person $75.00 per Family
Benefit Percentage	
Diagnostic, Preventative	100%; no deductible
Basic Restorative	80%
Oral Surgery	80%
Major Restorative Prosthodontics	50%
Orthodontics	60%; no deductible
Annual Maximum	$750.00 Per Person
Other Maximums	
Orthodontics	$1,000.00 Per Person (Lifetime)
Eligible Dependents Covered to Age	26, if totally dependent
Effective Date of Coverage	Date of hire provided written application is within ten (10) working days following employment

DENTAL SERVICES

Diagnostic and Preventative
Oral Exams and Cleaning
Fluoride Treatment
Emergency Pain Treatment
Space Maintainers
Diagnostic X-Rays

Basic Restorative
Fillings – Amalgam, Silicate, Acrylic
Root Canal Therapy, Endodontia
Treatment of Gum Disease
Repair of Bridgework and Dentures
Extractions

Major Restorative
Inlays, Onlays, Gold Fillings, Crowns
Initial Installation of Fixed Bridgework
Installation of Partial or Full Dentures
Replacement of Existing Bridgework or Dentures

Oral Surgery
Impacted Teeth/Extractions
General Anesthesia
(medically necessary)
Oral Surgical Procedures

Orthodontia
Full-Banded Orthodontia
Treatment
Appliance for Tooth Guidance
Retention Applicances – Not in
connection with full-banded treatment

All covered charges are subject to usual, customary and reasonable fees.

SOUTH RANGE LOCAL SCHOOLS

POSITION DESCRIPTION

TITLE: Teacher

REPORTS TO: Building Principal

PLANNING AND ORGANIZING

Makes short and long-range plans
Correlates individual instructional objectives with school and district goals
Adheres to principles of growth and development in planning
Plans lessons using the sequence of skills in the adopted curriculum
Has an ongoing program to diagnose and assess needs and progress of individual students
Plans for individual differences
Adjusts physical environment to accommodate variety in learning situations
Cooperates with others in planning lessons
Manages time efficiently
Organizes well
Keeps accurate records
Is attentive to and responds to conditions that affect the health and safety of students
Organizes work so that substitute teachers can function with minimal difficulty
Keeps area of responsibility (e.g. classroom) neat, orderly, and organized

MOTIVATING LEARNERS

Motivates by positive feedback, praise, and rewards
Is responsive to the needs, aptitudes, talents, and learning styles of students
Develops learning activities that are challenging to students
Provides opportunities for student expression in music, drama, and other artistic forms in classes where that is appropriate
Stimulates students to participate in class discussions and activities
Endeavors to generate sense of enthusiasm among students

RELATIONSHIPS WITH STUDENTS

Uses available pertinent information about students and maintains the confidentiality of it
Shows concern for students as individuals
Promotes an open educationally appropriate atmosphere
Helps students develop positive self-concepts
Encourages students to define realistic goals for themselves
Is sensitive to the career needs of students where appropriate
Shows concern for students who have personal problems or handicaps

Encourages students to strive for high achievement
Enables students to make worthwhile contributions in class
Utilizes the resources of pupil-personnel-staff services
Makes self available for conferences with students
Guides students in the observance of democratic principles
Promotes and exhibits positive behavior patterns for students
Manages behavior problems on an individual basis
Has good rapport with students
Is consistent and fair in dealing with students
Shows warmth and understanding in dealing with students
Shares concerns regarding students with colleagues and parents
Supervises pupils during assigned duty periods

UTILIZING RESOURCES

Is aware of the uses and variety of available resources
Uses physical school environment (both building and grounds) to support learning activities
Adapts available resources to individual needs of students
Uses the services of specialists available in the selection and utilization of resources
Keeps accurate inventory of textbooks, equipment, and other special material assigned to him/her
Utilizes technological resources that are available

INSTRUCTIONAL TECHNIQUES

Encourages students to think
Uses a variety of teaching techniques
Uses a variety of instructional materials
Varies opportunity for creative expression in classes where appropriate
Conducts stimulating class discussions on appropriate subjects
Encourages the development of individual interests and creative activities
Uses appropriate evaluative techniques to measure student progress
Enables students to share in carrying out classroom activities

Communicates with students individually and/or in groups
Shows flexibility in carrying out teaching activities
Creates an atmosphere of mutual respect between students and teacher
Enables students to learn how to work independently and in groups
Monitors the progress of students
Understands and effectively uses a hierarchy of questioning skills Uses technological resources that are available

PROFESSIONAL GROWTH AND RESPONSIBILITY

Participates in the development and implementation of school policies and procedures
Maintains good professional rapport with colleagues
Keeps self-sufficiently up to date in areas of specialization to teach the adopted curriculum
Takes advantage of in-service education opportunities
Participates in school and system wide committees
Supervises the behavior of pupils when he/she is on school property or at school sponsored events
Shares ideas, materials, and methods with professional colleagues
Shares in the evaluation of the effectiveness of educational program
Consults with teachers, supervisors, administrators and other specialists available to the teacher to improve the teaching/learning process
Is on time for classes and assigned duties
Follows school rules, board policies and administrative directives
Interprets school programs to parents and to the community as opportunities occur
Maintains professional attitude and demeanor with respect to all school functions and activities

RELATIONSHIPS WITH PARENTS

Is amenable to parents who visit the classes of their children Conducts constructive parent conferences
Interprets learning programs to parents
Stresses a positive approach in parent relations
Maintains confidentiality in relations with parents

TEACHER EVALUATION

Introduction: Evaluation is useful in school districts for at least four purposes. The first is that evaluation establishes a record of the good performance of quality teachers. Secondly, evaluation leads to a dialogue between the teacher and the evaluator about instruction, instructional techniques and materials and many other facets of work in schools. This dialogue increases mutual respect and rapport and leads to the improvement and fine tuning of services to clients. Thirdly, it provides the vehicle through which any shortcomings in performance can be quickly identified and remediated or useful modifications in services can be identified and implemented. Lastly evaluation is required by the Ohio Revised Code for the purpose stated therein.

General Provisions

1. All continuing contract teachers shall be evaluated at least once every third year.

2. All limited contract teachers shall be formally evaluated during the final year of their contracts consisting of at least 2 formal observations.

3. Classroom observations shall be only one part of what is used to determine whether or not a teacher is satisfactorily meeting the criteria of expected job performance.

4. The evaluation of the teacher shall be the building principal and/or an assigned person who holds a certificate or license named in division (E), (F), (J), or (L) of Section 3319.22 of the Ohio Revised Code or any person who shall become permitted to evaluate by revisions in the O.R.C.

5. The individual who has responsibility for the formal evaluation of the teacher must complete two observations of at least 30 minutes in duration for an evaluation, i.e., one evaluator cannot do one observation and another evaluator do another observation to make up a formal evaluation. Both observations must be done by the same evaluator for each evaluation.

6. All teacher employees who are evaluated pursuant to this policy are to have the individual responsibility of effectively implementing the Teacher Position Description (Criteria of Expected Job Performance).Appendix Form H.

7. In the last year of a limited contract, the first observation shall be prior to December first and the teacher being evaluated shall receive the written observation form prior to the December holiday break. If in the first observation a teacher is given a rating of Ineffective, in any category, the second observation and third observations shall be conducted and completed by May 1 and the teacher being evaluated shall receive the written observation form not later than the tenth day of May.

8. Each formal evaluation in part shall consist of at least two observations of 30 minutes or more in duration. Observations may be announced or unannounced; preceded by a pre-observation conference or not, more than two observations may be used per evaluation. Both the teacher and the evaluator shall sign and date the Teacher Observation Form.

9. Evaluation methods and techniques other than classroom observations may be used to determine job performance.

10. The District shall utilize the evaluation instruments developed by the State Department of Education (including the Teacher Performance Rubric).

11. The teacher shall receive a written copy of the observation. Both the teacher and evaluator shall sign and date the final holistic rating where educators may use their pin to sign. The teacher by affixing his/her signature/pin to the observation or final rating indicates only that he or she has received and read such form and that it does not necessarily indicate that he/she agrees with the evaluation, comments and ratings. The teacher has a right to attach a statement to the evaluation within five (5) days of receiving it.

12. District administration has discretion to place a teacher on an Improvement Plan at any time based on any individual deficiency exhibited in the evaluation system by the teacher.

13. Evaluators are encouraged to commend or recommend improvement and means of assistance for successful ratings as may be appropriate.

STANDARDS-BASED TEACHER EVALUATION

The Board of Education is responsible for a standards-based teacher evaluation policy which conforms to the framework for evaluation of teachers as approved by the State Board of Education and aligns with the "Standards for the Teaching Profession" as set forth in State law.

The Board adopts the Ohio Teacher Evaluation System ("OTES") model as approved by the State Board of Education.

The evaluation policy is intended to provide an evaluation model that is research-based, transparent, fair, and adaptable to the needs of the District. The Board believes in the importance of ongoing assessment and meaningful feedback as a powerful vehicle to support improved teaching performance and student growth, as well as promotion and retention decisions for teachers. The Board acknowledges that the overarching purposes of the teacher evaluation system are to serve as a tool to advance the professional development of teachers, to inform instruction, and to assist teachers and administrators in identifying and developing best educational practices in order to provide the greatest opportunity for student learning and achievement.

This policy shall be implemented as set forth herein and shall be included in the collective bargaining agreement with the South Range Education Association, and in all extensions and renewals thereof.

This policy has been developed in consultation with teachers employed by the Board and represented by the South Range Education Association (SREA).

Given the dynamic nature of the mandated teacher evaluation process, the Board recognizes the Evaluation Review Committee (ERC), with continuing participation by District teachers represented by the South Range Education Association, and for the express purpose of recommending necessary changes to the Board for the appropriate revision this policy.

Definitions

"OTES" – stands for the Ohio Teacher Evaluation System as adopted by the Ohio State Board of Education in 2011, or as otherwise modified by the State Board of Education.

"**Teacher**" – For purposes of this policy, "teacher" means licensed instructors who spend at least 50% of his/her time providing content-related student instruction and who is working under one of the following:

a. A license issued under ORC Sections 3319.22, 3319.26, 3319.222 or 3319.226; or

b. A permanent certificate issued under ORC Section 3319.222 as it existed prior to September, 2003; or

c. A permanent certificate issued under ORC Section 3319.222 as it existed prior to September, 2006; or

d. A permit issued under ORC Section 3319.301.

Substitute teachers and teachers not meeting this definition are not subject to evaluation under this policy. Full time bargaining unit members who do not meet the definition will be evaluated utilizing the evaluation procedures of the collective bargaining agreement in effect between the Board and the South Range Education Association (SREA).

The Superintendent, Treasurer, and any "other administrator" as defined by ORC Section 3319.02 are not subject to evaluation under this policy

The Board may elect not to evaluate a teacher who was on leave from the District for 50% or more of the school year and/or submitted notice of retirement that was accepted by the Board no later than December 1st of the year the teacher was scheduled to be evaluated.

"**Credentialed Evaluator**" – For purposes of this policy, each teacher subject to evaluation will be evaluated by a person who:

a. Meets the eligibility requirements under ORC Section 3319.111(D); and

b. Holds a credential established by the Ohio Department of Education for teacher evaluation; and

c. Has completed state-sponsored evaluation training and has passed an online credentialing assessment; and

d. Works as the direct supervisor and is employed directly by the district.

The Board shall authorize the Superintendent/designee, in consultation with the Evaluation Review Committee, to approve and maintain a list of credentialed evaluators as necessary to effectively implement this policy. Only District administrators shall serve as these credentialed evaluators.

"Core Subject Area" – means reading and English language arts, mathematics, science, foreign language, government, economics, fine arts, history and geography.

"High-Quality Student Data" – mean locally-determined data that provides evidence of student learning attributable to the teacher who is being evaluated. When applicable to the grade level or subject area taught, High-Quality Student Data (HQSD) shall include the value-added progress dimension and the teacher shall use at least one other measure of HQSD to demonstrate student learning. HQSD may also include data obtained from the list of Ohio Department of Education approved student assessments.

High-quality student data may not include student learning objectives (SLOs) or shared attribution measures.

"Evaluation Cycle" – is the period of time for the completion of the evaluation procedure. The evaluation cycle is completed when the teacher performance assessments that are conducted for the current school year and the teacher is assigned a summative evaluation rating.

"Evaluation Framework" – means the document created and approved by the Ohio Department of Education (ODE) in accordance with section 3319.111(A) of the Ohio Revised Code that establishes the standards-based framework for the evaluation of teachers developed under section 3319.112 of the Ohio Revised Code.

"Evaluation Instruments" – refers to the forms used by the teacher's evaluator. Those forms, developed by the ODE, including the "Teacher Performance Evaluation Rubric", are located in the Appendix to this policy.

"Evaluation Procedure" – the procedural requirements set forth in this policy are intended to provide specificity to the statutory obligations established under sections 3319.111 and 3319.112 of the Ohio Revised Code and to conform to the framework for the evaluation of teachers developed under section 3319.112 of the Ohio Revised Code.

"Evaluation Rating" – means the final holistic evaluation rating that is assigned to a teacher pursuant to terms of this policy. The evaluation rating is assigned at the conclusion of the evaluation cycle. Each completed evaluation will result in the assignment of one of the following evaluation ratings to Accomplished, Skilled, Developing, or Ineffective.

"Teacher Performance" –Teacher performance dimension is a result of a direct observation of a teacher's practice (including materials and other instructional artifacts) and walkthroughs that are performed by a credentialed evaluator.

"Value-Added" – refers to the EVAAS Value-Added methodology provided by SAS, Inc., which provides a measure of student progress at the district and school level based on each student's scores on state issued standardized assessments.

"Vendor Assessment" – student assessments approved by the Ohio Department of Education that measure mastery of the course content for the appropriate grade level, which may include nationally normed standardized assessments, industry certification exams, or and-of-course examinations for grade level and subjects for which the Value-Added measure does not apply.

Standards-Based Teacher Evaluation

Teacher evaluations will utilize multiple factors, with the intent of providing meaningful feedback to each teacher and assigning an effectiveness rating based in equal part upon teacher performance and student growth.

Each teacher evaluation will result in an effectiveness rating of:

a. Accomplished;

b. Skilled;

c. Developing; or

d. Ineffective

The specific standards and criteria for distinguishing between these ratings/levels of performance shall be the same as those developed by the State Board of Education, which are incorporated herein by reference, and as set forth in the current collective bargaining agreement between the Board and the SREA**.**

The Superintendent shall annually file a report to the department of education the number of teachers for whom an evaluation was conducted as well as the number of teachers assigned each rating as set forth above, aggregated by teacher preparation programs from which and the years in which the teachers graduated.

Assessment of Teacher Performance

Teacher performance will be evaluated during formal observations and periodic informal observations also known as "classroom walkthroughs." Such performance will be assessed through a holistic process by trained and credentialed evaluators based upon the following *Ohio Standards for the Teaching Profession:*

a. Understanding student learning and development and respecting the diversity of the students they teach;

b. Understanding the content area for which they have instructional responsibility;

c. Understanding and using varied assessment to inform instruction, evaluate and ensure student learning;

d. Planning and delivering effective instruction that advances individual student learning;

e. Creating learning environments that promote high levels of learning and student achievement;

f. Collaborating and communicating with students, parents, other educators, district administrators and the community to support student learning; and

g. Assuming responsibility for professional growth, performance and involvement.

Teachers subject to evaluation under this policy will be evaluated annually using:

1. the Formal Observation Procedure described herein; and

2. a series of Informal Observation/Classroom Walkthroughs.

Evaluators will consider and cite evidence gathered from a variety of sources in addition to the observation when completing the teacher performance evaluation rubric. Sources of evidence

include: professional growth and improvement plans, conferences (pre, post, etc.), classroom walkthroughs, and any evidence provided by the teacher.

Formal Observation and Classroom Walkthrough Sequence

- All instructors who meet the definition of “teacher” under R.C. 3319.111 and this policy shall be evaluated based on two (2) formal observations of at least 30 minutes each and periodic classroom walkthroughs each school year.

- A teacher not under consideration for renewal or nonrenewal who is subject to a full evaluation cycle shall be evaluated based on at least two (2) formal observations of at least thirty (30) minutes each and periodic classroom walkthroughs each school year.

  The first formal observation will be a holistic observation where the evaluator assesses all areas of the rubric demonstrated during the observation as well as information gained from any pre-observation conference or other sources selected by the evaluator.

  The second and any subsequent formal observation(s) will be focused observations in which the evaluator emphasizes identified focus area(s). Identified focus areas will be selected after completion of the holistic observation, and may include area(s) of relative strength and/or area(s) targeted for improvement. Teachers with a final evaluation rating of Accomplished (from the previous year) will select their own focus area(s). A teacher with a final evaluation rating of Skilled (from the previous year) will select focus area(s) in collaboration with his/her evaluator. A teacher with a final evaluation rating of Developing (from the previous year) will be guided by his/her evaluator in determining focus area(s). A teacher with a final evaluation rating of Ineffective (from the previous year) will have focus area(s) selected by the evaluator. A teacher new to the profession will select focus area(s) in collaboration with his/her evaluator." Evaluators will collect evidence during the focused observation to assess the identified focus area(s). Evaluators will also document evidence to support the final evaluation rating.

- Teachers on a limited contract who are under consideration for renewal/nonrenewal based on performance shall receive three (3) formal observations of at least 30 minutes unless the Superintendent waives the third observation.

- Teachers who receives a rating of “Accomplished” on his/her most recent evaluation may be evaluated once every three years. However, at least one observation, which includes a conference with the teacher, must be held each year.

- Teachers who receive a rating of “Skilled” on his/her most recent evaluation may be evaluated once every two years. However, at least one observation, which includes a conference with the teacher, must be held each year.

- Teachers on a limited contract may be evaluated on the last year of their contract

at the discretion of the administrator based on performance.

Evaluations will be completed by May 1st and each teacher will be provided a written report of the results of his/her evaluation by May 10th. Written notice of nonrenewal will be provided by June 1st.

In evaluating teacher performance in these areas, the Board shall utilize the measures set forth by the Ohio Department of Education's OTES "Teacher Performance Evaluation Rubric" for instructional planning, instruction and assessment, and professionalism."

Formal Observation Procedure

A. A minimum of two (2) formal observations shall be conducted to support summative evaluation. A formal observation shall last a minimum of thirty (30) continuous minutes. Efforts will be made by evaluators to facilitate a longitudinal view of a teacher's performance by appropriately spacing the observations. At a minimum, there shall be at least twenty (20) school days between formal observations (unless otherwise agreed upon by the teacher and the evaluator).

B. Teachers shall not receive a formal observation on a day before or after the following: the administration of standardized testing; a holiday or any break from scheduled school days (excluding weekends); or any approved extended leave of absence (unless otherwise agreed upon by the teacher and the evaluator).

C. All formal observations shall be preceded by a conference between the evaluator and the employee within three (3) working days prior to the observation (unless otherwise agreed upon by the teacher and the evaluator) in order for the employee to explain plans and objectives for the classroom situation to be observed. Each observation will be announced unless there is mutual agreement between the evaluator and the employee. The pre-conference shall be at a mutually agreed upon time prior to the observation. There will be at least 72 hour notice prior to the announced observation. At the pre-observation conference teachers shall provide evidence for the classroom situation to be observed.

D. A post-observation conference shall be held as soon as practicable after each formal observation. The post conference will be held within 10 work days after the formal observation (unless otherwise agreed upon by the teacher and the evaluator). The conference shall be used to inform the teacher if observed instructional practices are aligned with the expectations that are identified in the Ohio Standards for the Teaching Profession as defined in the Teacher Performance Evaluation Rubric, the teacher's professional growth or improvement plan, afford the teacher the opportunity to provide additional evidence of performance, and discuss professional development opportunities.

Informal Observation/Classroom Walkthrough Procedure

A walkthrough is a formative assessment process that focuses on one or more of the following components and results in brief written notes or a summary:

1) evidence of planning;
2) lesson delivery;
3) differentiation;
4) resources;
5) classroom environment;
6) student engagement;
7) assessment; or
8) any other component of the standards and rubrics approved for teacher evaluation by ODE or the District HQSD Committee.

A walkthrough shall consist of at least 5 consecutive minutes, but few minutes than a formal observation . The walkthrough should be of sufficient duration to allow the evaluator to assess the focus of the walkthrough.

Data gathered from the walkthrough must be placed on the form designated in the Appendix. Feedback from walkthroughs shall be provided electronically within 24 hours of the observation. The teacher and or administrator may request a face to face meeting to discuss observations relative to the identified focus of the walkthrough.

Classroom walkthroughs shall not unreasonably disrupt and/or interrupt the learning environment.

Assessment of Student Growth

Use of High-Quality Student Data

At least two measures of high-quality student data will be used as evidence of student learning. The teacher will select student data that will be used in consultation with the evaluator, and will provide evidence that demonstrates the teacher has used the data in accordance with this policy. The evaluator may use the data as evidence to determine a performance rating in any component of the evaluation where applicable.

When applicable to the grade level or subject area(s) taught by a teacher, high-quality student data will include the value-added progress dimension. High-quality student data will meet the following criteria:

A. aligns to learning standards

B. measures what is intended to be measured

C. is directly attributable to the teacher being evaluated for course(s) and grade level(s) taught

D. demonstrates evidence of student learning (achievement and/or growth)

E. follows protocols for administration and scoring

F. provides trustworthy results; and

G. is fair and unbiased

Teachers must provide evidence to their evaluator which demonstrates that they have used high-quality student data in the following ways:

A. critically analyze and reflect upon results to support improvement and enhancement of student learning

B. assess student learning needs and styles, including the strengths and weaknesses of an entire class as well as individual students in each class

C. inform and adapt instruction to meet student needs; and

D. measure student learning achievement and growth, as well as progress toward achieving state and local standards.

In addition to value-added data, the superintendent may select high-quality data from among state-approved vendor assessments or other locally determined measures or instruments that meet the definition and criteria outlined above.

Annually, the Superintendent shall develop a list of approved high-quality student data in consultation with experts in the field of education and with the District's evaluation committee.

For the purpose of selecting high-quality student data, the Board defines the term "expert" to include members of the District's administrative team, credentialed evaluators, as well as Employees or consultants hired by the educational service center, or another private or public entity to provide expertise on student growth and learning; Faculty from a post-secondary institution who have a degree in education or a related field; and/or Department Chairs.

When utilizing vendor assessments to construct HQSD instruments, all related materials shall be purchased by the Board, and all affected staff shall be trained on utilization and other considerations prior to implementation.

Final Evaluation Procedures

Evaluators will consider evidence gathered during evaluation cycle to assess a final holistic evaluation rating based upon the criteria determined by ODE.

The evaluation shall acknowledge the performance strengths of the teacher evaluated as well as performance deficiencies, if any. The evaluator shall note all the data used to support the conclusions reached in the formal evaluation report. The evaluation report shall be signed by the evaluator. The evaluation report should then be signed by the teacher to verify notification to the teacher that the evaluation will be placed on file, but the teacher's signature should not be construed as evidence that the teacher agrees with the contents of the evaluation report.

The evaluation report shall be completed by May 10th, signed by both parties, and the evaluator shall submit the final written evaluation using the reporting system prescribed by the Ohio

Department of Education (ODE). The teacher will confirm receipt of the same.
The teacher shall have the right to make a written response to the evaluation and to have it attached to the evaluation report to be placed in the teacher's personnel file. A copy, signed by both parties, shall be provided to the teacher.

Only the Final Holistic Rating of Teacher Effectiveness will be reported to OhioES.

Professional Growth Plans and Professional Improvement Plans

There will be three categories of Growth or Improvement plans:

1) Teachers rated accomplished will develop their growth plan independently and submit their plan to their credentialed evaluator. Professional growth plans for a school year shall be developed not later than second Friday in September. The professional growth plan shall include the following components:

   - Identification of area(s) for future professional growth;
   - Specific resources and opportunities the teacher wants to explore to enhance their skills, knowledge, and practice including a review of Board-approved and funded options, if applicable;
   - Outcomes that will enable the teacher to increase student learning and achievement;
   - A teacher may use their professional growth plan to develop his/her IPDP for the LPDC in order to meet renewal requirements for their certificate or license.

2) Teachers who attain a rating of skilled must develop a professional growth plan collaboratively with their credentialed evaluator for the evaluation cycle, and a teacher who attains a rating of developing shall develop a professional growth plan guided by his/her evaluator. Professional growth and improvement plans for a school year shall be developed not later than the second Friday of September of that school year.

   The professional growth plan shall include the following components:

   - Identification of area(s) for future professional growth;
   - Specific resources and opportunities to assist the teacher in enhancing skills, knowledge, and practice, including a review of Board-approved and funded options, if applicable; and
   - Outcomes that will enable the teacher to increase student learning and achievement.
   - A teacher may use their Professional Growth Plan to develop his/her IPDP for the LPDC in order to meet renewal requirements for their certificate/license.

3) Teachers who are rated Ineffective must comply with an improvement plan developed their credentialed evaluator or an evaluator assigned by the Superintendent/designee from the District's Board-approved list. Improvement plans for the next school year shall be developed not later than June 1st of each school year. The District administration has discretion to place a teacher on an Improvement plan at any time based on any individual deficiency exhibited in the evaluation system by the teacher, using the forms developed by the State Department of Education.

Board Professional Development Plan

In accordance with the Ohio State Board of Education's statewide evaluation framework, the Board has adopted a specific plan for the allocation of financial resources to support the professional development of teachers covered by this policy. The plan will be reviewed annually.

Retention and Promotion Decisions/Removal of Poorly Performing Teachers

It is the purpose of this Standards-Based Teacher Evaluation Policy to improve the quality of instruction, enhance student learning and strengthen professional competence through meaningful feedback and targeted professional development. In addition, the evaluations produced will serve to inform the Board on employment decisions, i.e., retention, promotion of teachers, renewal of teaching contracts, and the removal/nonrenewal of poorly performing teachers.

The removal of poorly performing teachers shall be in accordance with the Ohio Revised Code and any applicable provisions of the Collective Bargaining Agreement in effect between the Board and the South Range Education Association (SREA).

Nothing in this policy will be deemed to prevent the Board from exercising its rights to non-renew, terminate, or suspend a teaching contract as provided by law and the terms of the collective bargaining agreement in effect between it and the South Range Education Association. The evaluation system and procedures set forth in this policy shall not create an expectation of continued employment for teachers on a limited contract that are evaluated under this policy. The Board reserves the right to non-renew a teacher evaluated under this policy in accordance with R.C. 3319.11 notwithstanding the teacher's summative rating.

Compliance with Ohio Revised Code

The South Range Local School District and the South Range Education Association will abide by all changes in law that affect and change the provisions of this policy.

R.C. 3319.02, 3319.11, 3319.111, 3319.112, 3319.22, 3319.222, 3319.226, 3319.26, 3319.58, 3333.0411 A.C. 3301-35-03(A)

3223 - **STANDARDS-BASED SCHOOL COUNSELOR EVALUATION**

The Board of Education is responsible for a standards-based school counselor evaluation policy which conforms to the framework for the evaluation of school counselors as approved by the State Board of Education and aligns with the "Standards for School Counselors" as set forth in State law.

The Board of Education adopts the Ohio School Counselor Evaluation System (OSCES) as approved by the State Board of Education.

The Board believes school counselors play a critical role in supporting student learning and success and maintaining a positive school environment. The standards based system of school counselor evaluations is designed to provide meaningful and consistent feedback to support counselor professional growth and inform employment decisions.

This policy has been developed in consultation with school counselors.

The Board authorizes the Superintendent to establish and maintain an ongoing ERC, with continuing participation by District counselors represented by the SREA, for the express purpose of recommending necessary changes to the Board for the appropriate revision of the policy.

Definitions

"OSCES" - Stands for the Ohio School Counselor Evaluation System as adopted by the Ohio State Board of Education, or as otherwise modified by the State Board of Education.

"School Counselor"– For purposes of this policy, "school counselor" means an employee who holds a license issued pursuant to O.A.C. 3301-24-05 by the Ohio Department of Education in the area of school counseling and who is assigned to a position in that capacity.

Teachers and other employees who do not meet this definition are not subject to evaluation under this policy. Full time bargaining unit members who do not meet the definition will be evaluated in accordance with Board policy and/or utilizing the evaluation procedures of the collective bargaining agreement in effect between the Board and the SREA.

"Credentialed Evaluator"- For purposes of this policy, each counselor subject to evaluation will be evaluated by a person who has completed the OSCES training as required by the Ohio Department of Education.

The Board shall authorize the Superintendent/designee to approve and maintain a list of credentialed evaluators as necessary to effectively implement this policy. Only District administrators shall serve as these credentialed evaluators.

"Evaluation Cycle" – is the period of time for the completion of the evaluation procedure. The evaluation cycle is completed when selected student metrics are combined with the counselor performance ratings resulting from performance assessments on the standards that are conducted for the current school year to assign a summative evaluation rating.

"Evaluation Factors"– refers to the multiple measures that are required by law to be used in the school counselor evaluation procedures, including performance on all six (6) areas identified by the standards and the ability to produce positive outcomes using student metrics selected by the Board. School counselors will receive a score in each of the six standards and the student metrics, which shall be weighted equally (1/7 of the final summative score).

"Evaluation Framework" – means the standards-based framework adopted by the State Board of Education for the evaluation of school counselors in accordance with R.C. 3319.113.

"Evaluation Instruments" – refers to the forms used by the school counselor's evaluator as developed locally.

"Evaluation Procedure" – the procedural requirements set forth in this policy are intended to provide specificity to the statutory obligations established under R.C. 3319.113 and to conform to the framework for the evaluation of school counselors developed under R.C. 3319.113.

"Evaluation Rating" – means the final summative evaluation level that is assigned to a school counselor pursuant to terms of this policy. The evaluation rating is assigned at the conclusion of the evaluation cycle when the school counselor performance rating is combined with the results of student metrics. Each completed evaluation will result in the assignment of one (1) of the following evaluation ratings to Accomplished, Skilled, Developing, or Ineffective.

"High Performing School Counselor" - is a school counselor who earns a summative rating of "Accomplished" or "Skilled" on his/her most recent evaluations.

"School Counselor Performance" – is the assessment of a school counselor's performance on each of the six State- adopted standards, resulting in a performance rating. As an evaluation factor, the school counselor performance dimension is based on direct observations of a counselor's practice by a credentialed evaluator. Performance results are reported as a performance rating that may be coded as "1" indicating lowest performance to "4" indicating highest performance.

"Student Metrics" - the locally determined measure(s) that assess a school counselor's ability to produce positive student outcomes.

Standards-Based School Counselor Evaluation

School Counselor evaluations will utilize multiple factors, with the intent of providing meaningful feedback to each school counselor and assigning an effectiveness rating based upon school counselor performance and the counselor's assessment on selected student metrics.

A. Accomplished;
B. Skilled;
C. Developing; or
D. Ineffective.

The specific standards and criteria for distinguishing between these ratings/levels of performance shall be the same as those developed by the State Board of Education, which are incorporated herein by reference.

The Superintendent shall annually cause to be filed a report to the Ohio Department of Education (ODE) in accordance with requirements mandated by ODE. The Board will utilize the ODE's guidelines for reporting this information.

Assessment of School Counselor Performance

School Counselor performance will be evaluated during formal observations and periodic informal observations. Such performance will be assessed through a holistic process by trained and credentialed evaluators based upon the following Ohio Standards for School Counselors:

A. Comprehensive School Counseling Program Plan;

B. Direct Services for Academic, Career and Social/Emotional Development;

C. Indirect Services: Partnerships and Referrals;

D. Evaluation and Data;

E. Leadership and Advocacy; and

F. Professional Responsibility, Knowledge and Growth.

Formal and Informal Observations

A. School Counselors shall be evaluated based on at least two (2) formal observations of at least thirty (30) minutes each and informal observations each school year.

B. A high performing school counselor will be evaluated less frequently as follows.

    1. A school counselor who receives a rating of "Accomplished" on his/her most recent evaluation may be evaluated every three (3) years, as long as the counselor's metrics for student outcomes for the most recent year for which data is available, is "skilled" or higher. If the determination is made to evaluate every three (3) years, the counselor will nevertheless be provided with at least one (1) observation and conference in any year that such counselor is not formally evaluated.

    2. A school counselor who receives a rating of "Skilled" on his/her most recent evaluation may be evaluated every other year, as long as the counselor's metrics for student outcomes for the most recent year for which data is available, is "skilled" or higher. If the determination is made to evaluate every other year, the counselor will nevertheless be provided with at least one (1) observation and conference in any year that such counselor is not formally evaluated.

Evaluations will be completed by May 1st and each school counselor will be provided a written report of the results of his/her evaluation by May 10th. Written notice of nonrenewal will be provided by June 1st.

Formal Observation Procedure

The observations will not be conducted when school counselors are engaged in counseling activities with students that require confidentiality.

All formal observations shall be preceded by a conference between the evaluator and the employee prior to the observation in order for the employee to explain plans and objectives for the classroom situation to be observed.

Informal Observation/Walkthrough Procedure

The observations will not be conducted when school counselors are engaged in counseling activities with students that require confidentiality.

An informal observation is a formative assessment process that focuses on one (1) or more of the components included in the State- adopted standards.

An informal observation should be of sufficient duration to allow the evaluator to assess the focus of the observation.

Data gathered from the observation must be placed on the appropriate designated form. Written feedback from observations shall be provided after the observation. The school counselor and/or evaluator may request a face to face meeting to discuss observations relative to the identified focus of the informal observation.

A. Informal observations shall not unreasonably disrupt and/or interrupt the work day.

B. A final debriefing and completed form must be shared with the employee within a reasonable amount of time.

Assessment of Student Metrics

The Board will select student metrics that will be utilized for school counselor evaluations in the areas of academics, career, and social emotional development. Any modifications to the metrics that will be used in school counselor evaluations will be adopted before the start of the school year.

Data from these approved measures of student growth will be scored on four (4) levels, with a score of "1" being the lowest and "4" being the highest.

Final Evaluation Procedures

Each school counselor's performance rating for each of the six (6) standards will be combined with the assessment of student metrics to produce the final summative. The evaluation report shall be completed by May 10th, signed by both parties, and sent to the Superintendent.

The evaluator shall provide that each evaluation is submitted to the school counselor for his/her acknowledgement by written receipt. If signed by the employee, the receipt is to be sent to the Superintendent as soon as received.

The counselor shall have the right to make a written response to the evaluation and to have it attached to the evaluation report to be placed in the counselor's personnel file. A copy, signed by both parties, shall be provided to the counselor. Only the Final Summative Rating of Teacher Effectiveness will be reported to eTPES.

Professional Growth Plans and Professional Improvement Plans

Based upon the results of the annual evaluations conducted in accordance with this policy, each school counselor must develop either a professional growth plan or professional improvement plan as follows:

A. School counselors with a final summative rating of "Accomplished" will develop a professional growth plan. The professional growth plan shall include the following components:

    1. identification of area(s) for future professional growth

    2. specific resources and opportunities the counselor wants to explore to enhance their skills, knowledge, and practice including a review of Board-approved and funded options, if applicable

    3. outcomes that will enable the counselor to increase student academics, career, and social emotional development

B. School counselors with a final summative rating of "Skilled" will develop a professional growth plan collaboratively with their evaluator. Counselors who meet expected levels of student growth or attain a rating of skilled or developing must develop a professional growth plan collaboratively with their credentialed evaluator for the evaluation cycle.

    The professional growth plan shall include the following components:

    1. identification of area(s) for future professional growth

    2. specific resources and opportunities to assist the counselor in enhancing skills, knowledge, and practice, including a review of Board-approved and funded options, if applicable

    3. outcomes that will enable the teacher to increase student academics, career, and social emotional development

    4. a counselor may use their Professional Growth Plan to develop his/her IPDP for the LPDC in order to meet renewal requirements for their certificate/license

C. School counselors with a final summative rating of "Developing" will develop a professional growth plan collaboratively with their evaluator. A building administrator must approve the professional growth plan. Counselors who meet Expected levels of student growth or attain a rating of skilled or developing must develop a professional growth plan collaboratively with their credentialed evaluator for the evaluation cycle.

   The professional growth plan shall include the following components:

   1. identification of area(s) for future professional growth;

   2. specific resources and opportunities to assist the counselor in enhancing skills, knowledge, and practice, including a review of Board-approved and funded options, if applicable

   3. outcomes that will enable the teacher to increase student academics, career, and social emotional development

   4. a counselor may use their Professional Growth Plan to develop his/her IPDP for the LPDC in order to meet renewal requirements for their certificate/license

D. School counselors with a final summative rating of "Ineffective" will develop an improvement plan with their evaluator. A building administrator must approve the improvement plan. The improvement plan shall include the following components:

   1. an improvement statement identifying specific area(s) for improvement as related to the ASCA standards

   2. a desired level of performance that is expected to improve and a reasonable time period to correct deficiencies

   3. a specific Plan of Action that must be taken by the counselor to improve his/her performance with sources of evidence (measurable goals) to document the completion of the improvement plan

   4. a description of educational supports and/or opportunities for professional development, including a review of Board-approved and funded options, if applicable, needed to improve the identified area(s)

   5. a counselor may use their Professional Growth Plan to develop his/her IPDP for the LPDC in order to meet renewal requirements for their certificate/license

Professional growth and improvement plans must be completed by September 1st of each school year. The Board retains the discretion to place a school counselor on an improvement plan at any time based on deficiencies in any individual component of the evaluation system.

Board Professional Development Plan

In accordance with the State Board of Education's Statewide evaluation framework, the Board has adopted a specific plan for the allocation of financial resources to support the professional development of school counselors covered by this policy. The plan will be reviewed annually.

Retention and Promotion Decisions/Removal of Poorly Performing School counselors

The evaluations produced will serve to inform the Board on employment decisions, i.e., retention, promotion of school counselors, renewal of employment contracts, and the removal/nonrenewal of poorly performing school counselors.

Definitions:

"Retention"- for purposes of this policy refers to employment decisions on the question of whether or not to suspend a contract pursuant to a reduction in force, nonrenew a limited or extended limited contract, or terminate employment for good and just cause. In the case of a reduction in force, seniority will not be considered when making decision on contract suspensions, except in the instance of comparable evaluations. The decision to nonrenew or terminate the contract of a poorly performing school counselor may be informed by the evaluation(s) conducted under this policy. However, decisions to nonrenew or terminate an employment contract are not limited by the existence of this policy.

"Promotion"- as used in this context is of limited utility given the fact that school counselors covered by this policy are not currently employed in any discernible hierarchy. Nevertheless, when making decisions relative to such matters as determining employee assignments, the Board will consider school counselor performance as indicated by evaluations.

"Poorly Performing School Counselors"- refers to school counselors identified through the evaluation process set forth in this policy who demonstrate an inability and/or unwillingness to meet the reasonable expectations of this standards-based evaluation system.

"Comparable Evaluations"- since seniority may not be the basis for school counselor retention or other employment decisions, except when deciding between counselors who have comparable evaluations, this refers to counselors within the categories of "Ineffective," "Developing,""Skilled," and "Accomplished."

Removal of Poorly Performing School Counselors

Removal of poorly performing school counselors will be in accordance with the nonrenewal and termination statutes of the Ohio Revised Code and/or the relevant provisions of the collective bargaining agreement in effect between the Board and the SREA.

Nothing in this policy will be deemed to prevent the Board from exercising its rights to nonrenew, terminate, or suspend a school counselor contract as provided by law and the terms

of the collective bargaining agreement in effect between it and the SREA. The evaluation system and procedures set forth in this policy shall not create an expectation of continued employment for employees on a limited contract that are evaluated under this policy. The Board reserves the right to nonrenew a school counselor evaluated under this policy in accordance with R.C. 3319.11 notwithstanding the school counselor's final summative rating.

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Legal
R.C. 3319.02, 3319.11, 3319.113, R.C. 3319.16
A.C. 3301-24-05
H.B. 64

SOUTH RANGE LOCAL SCHOOLS
PRE-CONFERENCE REPORT

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*Each teacher shall answer a minimum of three questions as determined by the administrator. The teacher shall answer the checked questions. The teacher does have the option to answer all the questions included in this report.

1. ____ What modifications/accommodations are you making with special needs children in your classroom?

2. ____ What are your goals for the lesson/unit? What do you want your students to learn?

3. ____ How do your teaching plans support the content standards?

4. ____ Define your professional growth experiences during the last y

5. ____ What supplemental resources will you use or incorporate into your lesson plans?

6. ____ How do you plan to assess student achievement?

7. ____ How will you use the results of your assessment strategy?

8. ____ What will you do for students that are performing below the standards?

_____ _____
Administrator's Signature Date

_____ _____
Teacher's Signature Date

SOUTH RANGE LOCAL SCHOOLS
TEACHER OBSERVATION FORM

TEACHER'S NAME _____

EVALUATOR'S NAME _____

BUILDING NAME _____ GRADE LEVEL _____

SUBJECT _____OTHER _____

DATE OF OBSERVATION _____

TIME IN _____TIME OUT _____

Domain A – Organizing Content Knowledge for Student Learning

Domain B – Creating an Environment for Student Learning

Domain C – Teaching for Student Learning

Domain D – Teacher Professionalism

_____ _____ _____
TEACHER'S SIGNATURE DATE EVALUATOR'S SIGNATURE DATE

South Range Local Schools Teacher Evaluation

Name: _____ Pre-conference Form Yes ____ No ____
Building _____ Subject/Grade _____
Observer _____ Date(s) Observed _____

Performance Rating Scale: S = Successful U = Unsuccessful

Domain A Organizing Content Knowledge for Student Learning

_____ Students' background and experiences considered prior to instruction
_____ Appropriate learning goals clearly stated
_____ Demonstrates understanding of content alignment to past, present, and future goals
_____ Teaching Methods, materials and activities appropriate for students and goals
_____ Assessment/Evaluation appropriate for students and learning goals

Comments/Commendations/Recommendations:

Domain B Creating an Environment for Student Learning

_____ Classroom climate promotes fairness
_____ Establishes rapport with the students
_____ Disciplinary expectations established, communicated to students, and fairly enforced
_____ Communicates challenging learning expectations to students
_____ Provides a safe classroom conducive to effective learning
_____ Demonstrates concern and understanding for students as people

Comments/Commendations/Recommendations:

Domain C Teaching for Student Learning

_____ Establishes clear learning goals and procedures
_____ Develops students' critical thinking skills and application of concepts
_____ Monitors students understanding of content, provides feedback, and adjusts instruction
_____ Encourages student participation
_____ Effective teaching methods appropriate to content
_____ Uses instructional time effectively

Comments/Commendations/Recommendations:

Domain D Teacher Professionalism

_____ Shows evidence of reflection on instruction/adjusts future planning
_____ Accepts job responsibilities
_____ Communicates with parents/guardians about student learning
_____ Professional colleague relationships, shared ideas, insights, coordinate learning activities
_____ Contributes to the district by participation on committees and attends staff meetings at the building and district level

Comments/Commendations/Recommendations:

The teacher has a right to attach a statement to this evaluation.

Does a teacher statement accompany this evaluation? _____

_____ _____ _____ _____
Teacher's Signature Date Evaluator's Signature Date

The teacher signature indicates that he/she has received a copy of this evaluation. It does not necessarily indicate his/her agreement with it.

Evaluator's Title _____

Date given to the teacher _____